

Christ Classical Academy
Receptionist Job Description

Job Purpose

The Christ Classical Academy receptionist plays a vital role in organization, public relations, and hospitality at Christ Classical. This person, located in the school office, greets guests and performs tasks related to attendance, substitute teachers, field trips, minor clinic visits, and various other clerical tasks.

Key Competencies:

- Verbal and written communication
- Professional personal presentation
- Customer service orientation
- Organizing and planning
- Attention to detail
- Initiative
- Reliability
- Stress tolerance
- Team-oriented with a positive attitude

Requirements

- Agree to the Christ Classical statement of faith
- High school diploma, college degree preferred
- Pastor's reference form
- Experience working with children
- Ability to communicate clearly and establish effective, working relationships with children, parents, teachers, and staff
- Ability to be flexible and multitask duties on a daily basis