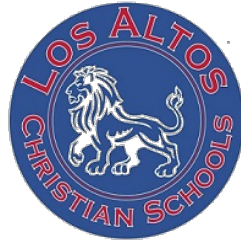


Los Altos Christian Schools  
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### Contact

Lizette Hibbert- Assistant Head of Schools  
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**Position:** School Receptionist- Starting Date: May 2020

**Location:** Los Altos- CA

**Reports to:** Head of Schools

### Position Summary

Los Altos Christian Schools (LACS) is currently interviewing candidates to fill a full-time School Receptionist position. The School Receptionist greets members of the public, answers questions, refers individuals to the appropriate office or individual, communicates information, and provides clerical support services. He/she shall reflect the purpose of the school, which is to honor Christ at all times. The ideal candidate will have a professional, but friendly demeanor. A customer-oriented approach is essential.

### Required Professional Qualities

- Believes that Jesus Christ is God's Son who died for our sins, resurrected and His present ministry in Heaven for us. Has a personal relationship with Jesus Christ.
- Have a High School diploma or GED equivalent.
- Have the ability to warmly and articulately communicate when using the phone and intercom.
- Must be flexible, be able to multi-task and has to be a team player.
- Have organizational skills and ability to work with people, projects, and resources.
- Demonstrate proficiency in computer word processing, e-mailing, and accessing the Internet.

### Essential Job Functions - Accountabilities

#### Departmental Responsibilities

##### Reception Desk

- Meet and greet everyone with a friendly, helpful attitude when they enter the office or call on the telephone. Treat each person with respect and courtesy.
- Be helpful to students, parents, and staff, and frequently give direct assistance if needed.

- Promote a positive attitude about the school and its employees.
- Use established procedure to notify administrative staff of phone calls or that appointments have arrived.
- Use established procedure to transfer calls to staff extensions or voice mail.
- Make phone calls on behalf of the administration as directed.
- Check and respond to voicemail and school e-mail regularly.
- Keep updated calendars on school events, field trips, game schedules, maps, and activities to include administration and teacher appointments.
- Greet parents, students, and visitors as they come into the office area.
- Ensure that parents and visitors sign in and receive a visitor badge.
- Ensure that volunteers sign in and receive a volunteer badge.
- Watch for strangers entering the school and politely offer assistance. Make sure that those entering the school state their business.

### **Attendance**

- Record and issue passes to tardy students and to those students with acceptable excuses from parents.
- Assist students signing in and out of the building during school hours and record the sign in/out times.
- Make a daily absentee list and distributes the list to each teacher.

### **Office Support**

- Receive, sign, and log deliveries.
- Keep receptionist desk and adjoining area neat and clean.
- Open and distribute school mail in a timely manner.
- Assist with mailings, clerical work, or projects that can be done at the receptionist's desk.
- Update names on faculty/staff mailboxes before school year begins. Make changes as needed during the school year.
- Supervise lost and found articles for pick up by students and parents.
- Be responsible for postage meter, fees for postage, and outgoing mail.
- Maintaining printer and order office supplies.

### **Additional Duties or Responsibilities**

- Administers basic first aid in absence of school nurse.
- Show initiative in offering suggestions for improving school procedures through the proper channels.
- Willing to adjust work hours to accommodate special schedules or school-related activities, as requested.
- Perform any other duties that may be assigned by the administration.