

**Plymouth Christian Academy**  
**Elementary School Receptionist**

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**Personal Qualifications:**

Plymouth Christian Academy is seeking a **part-time Elementary School Receptionist**.

The qualified individual is expected to demonstrate patience, humility, integrity, and kindness while performing his or her daily duties.

In faithful living, you are expected to:

1. Be committed to a consistent, daily walk with Jesus Christ.
2. Believe that the Bible is God's word, standard for faith and daily living
3. Model Biblical principles in attitude, speech, and actions toward others. (Luke 6:40)
4. Be Actively involved and faithful to a local church which has a Statement of Faith in agreement with the school's Statement of Faith.
5. Demonstrate by example, the importance of Scripture study, prayer, and unity in the Body of Christ.
6. Agree with the school's Statement of Faith and Christian philosophy of education.
7. Have the spiritual maturity and personal leadership qualities to nurture children.

**Position Summary:**

This position provides clerical and administrative support to the school principal and school staff. It also has the responsibility to receive all telephone calls, visitors, mail, and deliveries to the front office. This position interacts with students, parents, administrators, and Teachers to maintain attendance records.

**Qualifications:**

1. Must have a minimum of 1 year administrative, office assistant experience
2. Must demonstrate strong people skills to develop relationships with administrators, staff, parents, and students.
3. Possess excellent organizational and time management skills
4. Effective written and verbal communication skills
5. High School Diploma or GED Equivalent is required
6. Must be available to work between 7:15 a.m. - 4:00 p.m.

**Job Responsibilities:**

1. Manage phone calls and email correspondence. Follow-up on voice/e-mail messages.
2. Ability to initiate and complete special projects and assignments, timely.
3. Initiate, develop and send announcements to students, families, and staff.
4. Complete daily assignments, memos, and reports before leaving for the day
5. Collaborate with support staff and volunteers to distribute materials, mailings, copies etc.
6. Sort and distribute mail.
7. Communicate with prospective parents regarding inquiries and questions.
8. Responsible for addressing minor emergencies that may arise with students.
9. Maintain confidentiality with discretion.

**Note: School policy requires that each successful applicant be free of past serious legal infractions as determined through criminal records check with local, state, and federal law enforcement agencies.**