

VERITAS SCHOOL

RECEPTIONIST/FIELD TRIP COORDINATOR POSITION

Reports to: Business Manager

Hours: 3 days per week, 8:00-4:00 during the school year; some summer hours and extra days as necessary

Salary range: \$13-15/hour, depending on experience

Benefits: paid sick time, accrued hourly in accordance with state laws

Part I: Receptionist

Summary Description: Front desk first impressions, answering phones, greeting visitors, maintaining a professional image for the lobby and office, support office staff and teachers as needed.

Essential Duties & Responsibilities:

Front Desk:

- Answer phone calls, check and distribute messages, assist in recording revised voice mail greeting as needed for vacation times
- Greet and direct students, parents and visitors
- Maintain Logs-student check out/in, volunteer/visitor, late pick-up, etc.
- Accept deliveries
- Get and distribute mail daily
- Process incoming funds
- Sell: ties, PE shirts
- Maintain lobby: info racks, media/community table, bulletin board, drop slot, lost and found, plants, etc.
- Check out items from storage

Students:

- Attend Drop-In Day
- Create and maintain:
 - Student MEDICAL EMERGENCY PROTOCOLS (main binder and red folders for classrooms)
 - Student Emergency Binders (main binder and class binders)
 - Staff Emergency Binder
 - Pickup Binder and class pickup folders
- Assist with Back to School Event
- Report attendance daily by 9:30am (see Office Procedures)
- Provide basic student first aid and caring for students who are ill.
- Enforce Uniform Policy—issue uniform tickets, provide discipline tasks, etc.
- Provide upcoming assembly signs (put out day before in office and bathrooms)
- Produce prayer cards and distribute to teachers
- Produce verse curls
- Update school supplies list (April/May)
- Maintain extracurricular flyer and information

Workroom/Office:

- Stock copiers—paper, staples, toner, etc.
- Stock supply cabinet and inform Purchaser of stocking needs
- Maintain cleanliness, shred documents as applies
- Maintain staff mailbox labels
- Create and maintain office forms
- Update campus maps and campus phone directories
- Know and maintain computer files on Office drive
- Track and distribute staff and student parking permits

Calendar:

- Maintain Master Calendar
- Post calendar items on Google Calendar

Part II – Field Trip Coordinator

Summary Description: Coordinate all field trips throughout the year by ensuring paperwork and chaperone credentials are in order prior to trips. Communicate with teachers and volunteers.

Essential Duties & Responsibilities:

1. Receive field trip forms
2. Collect chaperone/driver lists from teachers and class coordinators
3. Add approved field trip events to master calendar
4. Check on chaperone/driver credentials to ensure all items are turned in
 - a. Order DMV reports as needed
 - b. Ensure background checks are completed for overnight chaperones
5. Communicate outstanding needs to teacher and class coordinator
6. Maintain driver records
 - a. Enter new information as received by parents
 - b. Remove non-returning families from records and ARS system
7. Provide field trip form to Business Manager for final sign-off approval and provide copy to teacher

Skills Required:

Knowledge of:

1. Basic office procedures and technology: multi-line phone system, Windows, Microsoft Office products, printer/copier functions, shared calendar, Google drive, filing, etc.
2. Customer service
3. First aid

Ability to:

1. Maintain a professional demeanor
2. Maintain confidentiality
3. Relate well to a variety of individuals, including students, parents, staff, and community, maintaining a cooperative working relationship
4. Work comfortably in an environment with changing situations and priorities
5. Perform a variety of tasks involving use of independent judgment and accuracy
6. Uphold and adhere to all Veritas policies and procedures