



THE CHARLESTON CHRISTIAN SCHOOL

Front Office Receptionist and Administrative Assistant Job Description

Position Title: Front Office Receptionist and Administrative Assistant

Reports to: Communications Director; Head of School

Employment Agreement: A signed term of employment shall be on file in the main office.

Mission and Purpose: To advance the mission of the Charleston Christian School by serving as support staff.

Daily Duties and Responsibilities:

- Follow school procedures and policies in administrative and educational matters set by the Head of School and school board. The Front Office Receptionist and Administrative Assistant is responsible for assisting in the implementation of these policies and procedures.
- Lead a personal lifestyle that sets a godly example
- Establish and maintain a positive working relationship with colleagues and parents
- Maintain the highest degree of confidentiality, discretion, and professionalism in all interactions
- Serve as the first point of contact when people call the school. Answer the phone and check voicemail. Address needs of students, families, and faculty received throughout the day via email, telephone, and in person.
- Maintain all office systems, including but not limited to, office files, mail, the online communication program, and records (tardy & early dismissal, medicine, accidents, etc.)
- Be the first point of contact via phone. Answer admissions questions and schedule tours as needed.
- Address needs of students, families, and faculty received throughout the day via email, telephone, and in person. Cross reference after school sign ups of students to ensure clarity in afternoon plans for all students.

- Manage the office@charlestonchristian email address
- Manage daily attendance in Renweb
- Update CCS Events Google calendar as needed
- Assist Director of Communications with social media campaigns.
- Assist Director of Communications by inputting information on Renweb, as well as assisting with other communication platforms like Eventbrite and Mailchimp.
- Serve as the first point of contact when teachers are sick; call substitute teachers
- Schedule Parent/Teacher conferences
- Oversee students dismissal to parents at the end of day
- Oversee and maintain academic records: file all records, process transcript requests in admissions and ex-missions
- Oversee the hot lunch program. Coordinate and communicate with vendors and manage student orders. Manage billing on Renweb. Coordinate lunch delivery.
- Maintain a clean office that is welcoming and inviting
- Ensure that all faculty and staff have TB test results in their file.
- Communicate with DHEC; ensure that all immunization records are up to date and send DHEC report within the first 45 days of school.
- Address any student medical needs by administering approved medication, distributing ice packs and taking temperature.
 - Contact parents if students need to go home
 - Inform parents of any accidents that occur during the school day
 - Report all accidents and medical actions on RenWeb
- Maintain and organize nursing supplies as needed
- Serve as the first point of contact with our janitorial company
- Be the point person for copier service, copy maintenance and office supply provisions
- Organize spirit nights
- Assist with duties delegated by the Director of Communications and/or Head of School

Additional As Needed Duties and Responsibilities:

- Attend all in-service meetings and faculty meetings when deemed necessary
- Participate in school community events as scheduled or requested by Head of School

- Fulfill other related duties as assigned by the Head of School

Qualifications:

- Strong computer skills in Microsoft Word and Excel
- Excellent verbal and written communication skills
- Excellent organization skills and attention to detail
- Ability to maintain absolute confidentiality and professionalism
- Ability to multitask efficiently
- Ability to move about the school campus
- Ability to communicate effectively and positively with parents, students, and a variety of people are personality types
- Embodiment of the mission of CCS displayed by church membership and agreement with the Westminster Confessions of Faith.