



Receptionist - Office Management -Student  
Attendance  
Job Description

October 7, 2025

<b>Immediate Supervisor</b>	Secondary Principal	<b>Work Day</b>	7:00am- 3:30pm	<b>FLSA Status</b>	Non-Exempt
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**Position Summary**

The Receptionist is the first point of contact for all students, staff, families, visitors, and volunteers. They should be welcoming, personable, and helpful as they represent the school in a professional and friendly manner. This person is organized, flexible, and has the ability to multitask as they serve the community through phone calls, written communication, and face-to-face contact. They maintain a professional and organized office space, manage the office supply inventory, and perform general office functions while supporting the work of PACT staff and administration.

**Basic Duties and Responsibilities**

- Greets and directs visitors respectfully and professionally and ensures confidentiality with all student and staff information.
- Represents PACT in a positive manner by being friendly and courteous.
- Maintains a professional front office area and keeps the workroom organized, free of clutter, and easily accessible for daily use.
- Provides assistance to staff and volunteers on standard office equipment.
- Assists in printing documents for daily substitutes.
- Routes incoming mail, forms, and faxes appropriately.
- Checks in visitors using the visitor management system.
- Assists with the creation of morning announcements.
- Assists with checking in/out students arriving or leaving within the school day.

**Essential Communication Responsibilities**

- Answers and directs incoming calls in a pleasant and informed manner with the purpose of providing information and creating a good image for the school.
- Welcomes and provides information to substitute staff and directs them to the Human Resource Specialist.
- Welcomes and provides information to volunteers and directs them to the Enrollment and Volunteer Coordinator.
- Assists with printed materials to monitor quality by proofreading, copying, and/or distributing as needed.
- Ensures master forms are maintained electronically and available.
- Organizes and/or assists with bulk mailings.
- Coordinates and maintains all calendar information on Google and rSchool Calendars, including but not limited to school events, field trips, staff events, and more. Not including those that fall under the Activities Director or the Lead Committee Clerk.

**Essential Office Management Responsibilities**

- Effectively performs organizational and clerical duties as assigned by Administration.
- Inventories, orders, receives, and maintains office supplies under the guidance of Administration.
- Receives, sorts, and distributes incoming mail, and communicates with Facilities staff and the Operations Team as needed.
- Works with Administration to coordinate all school drills mandated by the state.

## Supervisory Responsibilities

This position may supervise volunteers, interns, or students.

## Work Requirements and Characteristics

Education and Experience	Skill Requirements
<ul style="list-style-type: none"><li>• Associate's degree</li><li>• Two or more years of related experience in secretarial, clerical, or education-related field</li><li>• Experience with student information systems, Google platforms, and Microsoft Office</li><li>• A mission-driven individual with a belief in and commitment to PACT's mission, vision, and character-traits.</li></ul>	<ul style="list-style-type: none"><li>• Requires basic clerical skills and knowledge of office practices and procedures that involve the operation of standard office equipment such as personal computer, copier, fax, and associated equipment</li><li>• Ability to read and interpret information, write reports and correspondence, speak in front of a group, and communicate effectively with a variety of people.</li><li>• Knowledge of filing systems, receptionist and telephone techniques, letter and report writing, and sound bookkeeping procedures.</li><li>• Ability to compile and maintain accurate records and files.</li><li>• Ability to interpret and apply PACT policies and procedures and state laws, rules and regulations, and to apply them with good judgment in a variety of situations.</li><li>• Proficient in use of word processing, spreadsheets, and database management software.</li><li>• Knowledge of FERPA laws and ability to maintain confidentiality with student and staff information.</li></ul>

Hazardous Working Conditions and/or Exposure	See Physical Demands & Working Environment Chart
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## Approval

This position description reflects an accurate summarization of the current duties and responsibilities assigned to the position and may be subject to other duties as assigned.

_____ Employee Signature	_____ Date
_____ Direct Supervisor Signature	_____ Date
_____ Human Resource Specialist Signature	_____ Date

Following the School Calendar

All teacher full days (7:00am- 3:30pm, 30 min unpaid lunch)

Teacher/Student conferences and open house evenings (p.m.)

10 days before first day of school (7:15am- 3:45pm., 30 min unpaid lunch)

8 days after last day of school (7:15am- 3:45pm, 30 min unpaid lunch)

10 paid holidays

Summer hours - Monday - Thursday 8:00am - 1:00pm