FRONT OFFICE ATTENDANT

Bell School and Hemlock Campuses

Reports to

- Elementary Principal (Hemlock)
- High School Principal (Bell School)

Compensation Details

- 8 hours per day
- $13 / hour
- School year only (172.50 days)
- 25% tuition discount
- Prorated sick days / personal days
- No vacation days

Work Day Schedule

- 7:00 am - 3:30 pm or 7:30 am - 4:00 pm (specific schedule determined by campus principal)

Purpose of Position

The purpose of this position is to provide excellent customer service for families and visitors at each campus.

Job Responsibilities

Supervision / Customer Service

- Front door supervision before, during, and after school hours.
- Effectively monitor security and alert others as needed according to protocols outlined in the RCS Crisis Plan.

Communication / Marketing

- Support Elementary, Middle School, or High school Social Media with specifically assigned responsibilities.
- Edit, print, and distribute teacher newsletters.

- Answer phone calls and direct families to the appropriate point of contact.

Administrative Tasks

- Review and adjust daily attendance
    - Send daily absence reports to campus principals and school nurses with absence count and reason for absence.
- Review and adjust lunch counts.
- Assist with lunch duty.
- Take necessary items to classrooms during the day.
- Serve as the Campus Laminating Coordinator
    - Set up a system, recruit volunteers, and fulfill duties, personally, if needed
- Support Executive Assistant.
- Support Principal in the event of the absence of Executive Assistant.
- Attend and support with an active role at special school events as needed.