



KIOSK RECEPTIONIST AND SECONDARY ATTENDANCE SUPERVISOR

Schedule

7:30 am – 3:30 pm with 30-minute unpaid break Monday through Friday during school days plus one week before school begins (in-service) and up to one week after school ends to wrap up Family Service Hour duties. Phones should be on by 7:30 am and remain on until 3:30 pm each school day and from 8:30 am to 3:00 pm during in-service.

Description

Warmly welcome guests to Oakland Christian School. Ensure proper protocol is followed for signing visitors in and out. Ensure that daily attendance records are accurate. Hourly position.

Responsibilities

- Greet all visitors that come to the campus.
- Accurate attendance records for all secondary students each school day.
- Verify attendance has been taken for each secondary class period throughout the day.
- Email attendance report to middle school and high school teachers each school day.
- Email secondary afternoon attendance report to athletic office for verification of eligibility for athletic participation.
- Signing for all deliveries and notifying Accountant or recipient.
- Ticket sales for drama productions and school events such as annual Tail Gate.
- Collection and tracking of Family Service Hour forms and year-end report of totals to Director of Finance and Operations.
- Coordination of check in for special events including nametags and collection of car keys (Grand Parents Day, Easter Chapel, Christmas Chapel, Honors Assemblies, etc.)
- Selling of spiritwear
- Creating messages on the sandwich boards
- Notifying via walkie to Christopher when someone reports a spill, accident, etc.
- Coordinating with PTF on selling tickets for events such as Daddy Daughter Dance, Mother and Son skates, various fundraiser sales like the flower sale, and coordinating collection of food donations, etc.
- As the person granting entry to the building during school hours, be completely familiar with the school security plan and how to initiate various alerts and warnings.

Minimum Qualifications

- Proficiency in use of FACTS for attendance.
- Proficiency in use of phone system.
- Must be organized and able to work independently with a careful attention to detail.



- Support the mission, philosophy, statement of faith, and core values of Oakland Christian School.
- Give testimony regarding your faith in Jesus Christ and be an active member of a Christian bible-based local Church.

Evaluation

This position reports to the Chief of Staff. Evaluations will be conducted annually with input from the Principals.

06/30/2020