



Beaver County Christian School is looking for a dynamic, collaborative, part-time **Carson Campus (K-8) Receptionist** called to Christian Education. We are seeking a candidate with the proven ability to show hospitality to guests, serve parents and care for students while modeling Christ with every interaction. This position includes collaboratively working with teachers, office staff, and the building principal to support the daily operations of the school.

BCCS incorporates a Christian world and life view in an environment that stresses compassion and responsibility. Our goal is to raise students who are "Biblically grounded for life". For more about our school, please visit our [website](#).

If you are called to ministry through education; if you love young people; and if you are willing to take risks for students/families; we invite you to apply to join our fun and creative community. To apply for this position, please follow the link to our website to access the teacher [application](#).

## **BEAVER COUNTY CHRISTIAN SCHOOL**

### **Carson Campus (K-8) Receptionist, Job Description**

**REPORTS TO:** K-8 Administrative Assistant & Building Principal

**STATUS:** Part-time: August 2024 -June 2025 (15-25 hours per week; 2-3 days per week)

### **Essential Functions**

- Answering inbound office phone calls
- Screening and admitting guests with doorbell technology
- Supervising student and guest sign-in and sign-out
- Communicating with parents throughout the day
- Sorting mail/orders, unpacking, and delivering items on campus
- Assisting with collecting field trip forms and documents
- Tracking transportation information for students
- Entering daily student attendance on FACTS
- Help troubleshoot the laminator and copiers
- Stock/ organize work rooms and teacher's lounge
- Support school nurse with paperwork
- Monitors students referred to the office for the purpose of ensuring student welfare and maintaining a safe office environment
- Administer first aid and prescription medications to students as required for meeting immediate health care needs within established guidelines

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the school



- Presents information on administrative procedures, services, regulations, etc. for the purpose of training and orienting other personnel and or volunteers

### **Required Personal Qualities**

- Have received Jesus Christ as his or her personal Savior
- Believe that the Bible is God's Word and standard for faith and daily living
- Be in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education
- Be a Christian role model in attitude, speech, and actions toward others
- Be a member in good standing at a local, evangelical church that has a Statement of Faith in agreement with the school's Statement of Faith

### **Job Requirements:**

**Specific skills** required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions and percents; read a variety of manuals, write documents following prescribed formats; and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; business telephone and office etiquette.

**Essential abilities** required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining discretion confidentiality; meeting deadlines and schedules; working with frequent interruptions; being organized; setting priorities; and establishing and maintaining effective working relationships.

**Responsibilities include:** working under limited supervision following standardized practices and/or methods; guiding, and/or coordinating with others.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing.

**Experience** - Job-related experience is desired.

**Education** - High School diploma or equivalent