



Position - Receptionist

CCA Background

Columbus Classical Academy, a Hillsdale College Curriculum School opening in August of 2023, will be the first private, classical, K-12 school in the central Ohio region. CCA is seeking a qualified, passionate, and detail-oriented individual to serve as the school Receptionist.

The Receptionist is a salaried, non-exempt position with a 10-month (school year) work schedule. Salary will be set annually on a performance-based schedule. The receptionist will report to the Academic Dean.

Major Function

The Main Office Receptionist ensures a cheerful greeting and effectively triages the traffic that flows through the Main Office daily as well as completing a variety of clerical tasks as assigned.

The duties and responsibilities are as follows:

Receptionist duties

- Welcome students, teacher staff, parents, and others in the front office; answer questions
- Information hub for schedules and school information
- Monitor front door, receive visitors, and facilitate visitor passes
- Check voicemail messages of the phone calls placed before and after school hours
- Take phone calls of parents calling their students in sick for the day
- Make telephone calls as directed; take and relay messages.
- Maintain and manage the notebook of student sign in and out and school visitors
- Relay transportation routine changes to teachers when a parent calls in with new arrangements
- Assist students with miscellaneous questions throughout the school day
- Print visitor stickers for volunteers and school visitors
- Verify identity of parents/guardians picking up car tags for car line pick up
- Process all mail and packages from the USPS, FedEx, and UPS; deliver to appropriate personnel
- Hand out uniforms when delivered to the Main Office



- Make calls to parents if child is absent and no sick notification has been received
- Help Administrative Assistant with printing and clerical tasks
- Hand out tardy slips and uniform infraction slips; document in SIS
- Receive various forms and process
- Prepare mailings when assigned
- Assist with keeping the Headmaster and Dean's schedule and appointments

Qualifications

- Love for children and their families
- Ability to maintain confidentiality and high level of professionalism at all times
- Knowledge of spreadsheet software and word processing software
- School experience desirable
- Ability to demonstrate, uphold, and promote in daily interactions a commitment to CCA's mission and vision, and the moral character and civic virtue CCA embodies

Application Process

Please submit the following in a single email to Mrs. Sarah Spaulding, Academic Dean: sspaulding@columbusclassical.org including:

- Cover letter that includes how you learned about Columbus Classical Academy, why you want to work at Columbus Classical Academy, and your salary requirements
- Resume/curriculum vitae
- Three professional (or academic, if a recent graduate) references including email address and phone number for each reference

Compensation, Benefits, & Hiring

Pay is competitive and commensurate with experience and qualifications. The anticipated start date for the position is August 1, 2023.

Columbus Classical Academy does not unlawfully discriminate in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, biological sex, age, national origin (ancestry), disability, military status, or for any other unlawful discriminatory reason.