



## PROVIDENT CHARTER SCHOOL

### **Position vacancy announcement**

**Title:** School Receptionist  
**Reports to:** Elementary School Director  
**Anticipated start date:** March 1, 2018

### **About our school**

Provident Charter School in Pittsburgh, PA is a publicly funded school designed to address the needs of students with language-based learning differences such as dyslexia. Our students are bright yet struggle with topics such as reading, writing and sequencing. The school is in its second year with students in Grades 3, 4 and 5 and will add one grade level each year until the school serves students in Grades 2 to 8 in the fall of 2021. Located on the city's North Shore the school currently enrolls 135 students from 29 different districts around Western Pennsylvania.

### **Job Goals**

- Create and maintain a welcoming school front office environment.
- Develop systems that allow him/her to manage the school's front office and administrative functions in a welcoming, efficient and organized manner.
- Demonstrate unwavering strength in support of our students, families, staff and members of the community.

### **Office Administration**

- Organize main office area for efficiency, safety, and appearance.
- Track, record and report student attendance on a daily basis.
- Organize daily transportation reports in preparation for student dismissal on a daily basis.
- Prepare mailings, sort and distribute incoming mail and prepare outgoing mail on a daily basis.
- Secure substitute teachers as needed.
- Schedule, organize, coordinate and prepare for meetings, mailings and special events as needed.
- Copy, distribute and track documents and forms related to school operations as needed.

### **Ongoing School Operations**

- Manage front office phone system including incoming calls, taking and disseminating messages, directing calls and updating the voicemail system as appropriate.
- Greet and receive students, parents, staff, and visitors in the main office.
- Monitor security system and cameras.
- Grant visitors access to enter the building as appropriate.
- Verify parent/guardianship during student dismissal.

- Supervise students sent to the office.
- Other responsibilities as assigned by the school administration.

**Qualifications**

1. High school diploma or GED.
2. Three or more years of experience as a receptionist in a fast-paced, high-functioning office.
3. Ability to secure all relevant and necessary clearances.

**Salary and benefits**

- Starting salary \$26,000 (actual rate will be based on experience).
- Generous time off including all school holidays and breaks.
- Employer paid retirement contribution matching 10% of salary.
- Employer paid dental, vision, life insurance benefits.
- Significant employer contribution toward health insurance.

**How to Apply**

Interested candidates should email a cover letter & resume to Connie Joseph at [cjoseph@ProvidentCharterSchool.org](mailto:cjoseph@ProvidentCharterSchool.org). Applicants are encouraged to act with urgency.

*Provident Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.*