



LONGLLEAF SCHOOL OF THE ARTS
Non-Certified - Front Desk Receptionist
Full-Time

Longleaf School of the Arts is a North Carolina public charter high school. We are a college preparatory school with a focus on the fine arts. Our mission:

Longleaf School of the Arts will develop students into confident, responsible, and successful contributors in college, career, and community through mentorship and a challenging curriculum that integrates academics and the fine arts.

Job Description:

- Ensure that the school operates in a consistently organized manner every day
- Ability to work with frequent interruptions
- Screen and admit visitors to LSA via intercom/security system
- Handle visitor inquiries, and direct them to the appropriate person according to their needs
- Field phone calls to main office, relay messages, and transfer calls as appropriate
- Monitor student/parent/visitor/substitute sign-in and sign-out; distribute passes as needed
- Locate and call students for dismissal when being signed out by authorized person
- Route and distribute incoming mail and other material, and prepare answers to routine inquiries
- Locate and attach appropriate files/forms to incoming correspondence requiring replies
- Adhere to rigorous student and staff confidentiality protocols in all circumstances
- Distribute information in an economical and time-sensitive manner
- Provide clerical and administrative support to the staff
- Make copies of correspondence and other printed material as needed
- Order, track and dispense supplies
- Maintain records with a high degree of accuracy
- Assist with entering attendance as needed
- Operate office equipment such as fax machines, copiers, and phone systems; and use computers for spreadsheet, word processing, database management, and other applications
- Help maintain master schedule and event calendars; cross reference with facility availability
- Monitor security cameras as needed
- Back-up support for School Nurse (dispense medication per guidelines)
- Other Duties/Tasks as assigned by Head of School
- Daily Hours 7:45am to 3:45pm

Minimum Requirements:

Experience as an office receptionist/clerical assistant in a school environment