

SCHOOL RECEPTIONIST AND ATTENDANCE CLERK

New Roots Charter School

Temporary Position Winter/Spring 2024

Our administrative assistant works closely with school staff, students, families, home districts and state agencies to ensure good communication, accurate student records, and accurate data reporting.

RECEPTIONIST

- Serves as Front Desk Receptionist.
 - Answer incoming phone calls, checks messages and email
 - Receive and greet caregivers and visitors
 - Uses Front Desk Procedures to assign lockers, chromebooks, and bus passes. ○ Provide information in response to inquiries
 - Manage student traffic in lobby and hallways to support class attendance
 - Handles transportation requests from families and staff.
- Provide other administrative support as directed
- Keeps the front desk area and lobby neat and tidy/ Serves Farm to School packaged lunches in the lobby.

STUDENT ATTENDANCE

- Record attendance in Schoolrunner as needed throughout the morning using attendance protocols outlined in Staff Resources in Drive.
- Respond to caregivers via email for each attendance notification received via email, phone call, or ParentSquare.
- Prepare and send attendance letters in accordance with established protocols.
- Manage attendance records to ensure accuracy.
- Review attendance reports daily at 10:45 AM with the Dean of Students.
 - Make daily attendance calls to caregivers in accordance with established protocols and/or as directed by the Dean of Students, and log all family communication into SchoolRunner

Other duties as assigned by the Operations Manager and/or the Principal and Superintendent.

Required Qualifications: high level of organizational skills, high level of comfort needed in learning new computer programs (or experience with student information systems), attention to detail regarding administrative duties, administrative experience (file management, etc.), Microsoft Excel proficient, willingness to become familiar with NYS high school graduation requirements and NYS charter school policy, extremely flexible when faced with evolving projects while underway, willing to work beyond regular business hours when needed, mission driven.

This job description is subject to changes as the needs of the organization become apparent or evolve.