



JOB DESCRIPTION: School Receptionist/Attendance Clerk

Accountability

The School Receptionist/Attendance Clerk takes direction from the Assistant Head for Student Affairs.

Nature of the Position

The individual in this 175-day position provides reception services and maintains high school attendance records. One additional day before and after the 175-day school year are included.

Job Requirements

- Good verbal communication skills
- A helpful, welcoming attitude in person and on the telephone
- Patience and adaptability in unexpected situations
- A helpful approach on the telephone and in person
- Ability to work as a supportive and effective member of a team
- Genuine appreciation of and tolerance for adolescents and their families
- Attention to confidentiality and use of good judgment

Performance Responsibilities

Tasks for this position include but are not limited to:

- General reception-oriented functions
 - Answering, screening and transferring inbound telephone calls
 - Receiving and directing visitors, including maintaining the Visitors Log and/or Electronic Lobby Management System
 - Relay parent-to-student communications, items dropped off for students
 - Greet student shadow visitors
 - Handling requests for information, responding to routine inquiries
 - Using and maintaining the primary student database (PowerSchool)
 - Using and maintaining electronic and hard copy filing systems
 - Retrieving information from filing system(s)
- Perform all duties relevant to daily student attendance (high school only)
 - Record students who are tardy excused/unexcused, absent excused/unexcused, dismissals
 - Provide reports to deans and administrators as needed
- Support various Campus Operations as needed. May include:
 - Support the Administrative Assistant to the Associate Head of School
 - Assist with bulk mailings throughout the year
 - Assist with student/family events as needed

- o Assist in overseeing substitute coverage
- o Provide assistance in other situations as necessary and appropriate

Qualifications

- Minimum 2 years of experience in a busy office setting preferred
- General computer proficiency, plus demonstrated ability to master new related skills
- Proficiency in PowerSchool is preferred.

Work Schedule

- Hours: 8:00 to 3:00 (32.5 hours weekly), Monday through Friday
- Schedule: School year (August/September through June), plus one day prior to school opening and one day after the end of school

Required Application Process

All those interested in applying must submit:

School application form for Non-Instructional Staff

Available for download at www.thorntonacademy.org/careers

Letter of interest

Transcript of any college coursework

Documentation of current CHRC certification

List of three professional references including contact information

For submission:

All materials should be submitted electronically to [Lisa Estabrook](#). Please note "Application: School Receptionist/Attendance Clerk" in the Subject line. Applications will be accepted until a suitable candidate is found.

If electronic submission is not possible, materials may be mailed to:

Lisa Estabrook Thornton Academy 438 Main Street Saco, ME 04072

The Thornton Academy Board of Trustees has adopted a **non-discrimination policy**. Thornton Academy considers all applicants without regard to race, age, color, ancestry or national origin, religion, gender, gender identification, sexual orientation, physical or mental disability, marital, veteran, or any other legally protected status.