



St. George Catholic School is a Christ-centered, family-oriented community, with a history and tradition of excellence. Gospel values are integrated with academics within a progressive curriculum, promoting faith development through liturgy, prayer, and service

St. George Catholic School is an elementary school within the Diocese of Baton Rouge and is operated in accordance with provisions of the Administrative Manual published by the Diocesan Catholic Schools Office. The Pastor of St. George Catholic Church is the chief administrative officer of the total parish education program and he will delegate and share his professional responsibilities with the principal and the local school ministry board. The principal is the administrative head of the school and is responsible for its effective operation. As a SACS accredited school and a National Blue Ribbon School of Excellence, St. George Catholic School provides education to over 1,100 students in grades Pre-K through 8th.

Position: Receptionist | Report to: Principal | Non Exempt Position

The Receptionist is a welcoming and energetic employee who is able to greet and direct visitors, respond to inquiries from staff, parents, students and the general public, and perform secretarial and clerical functions.

JOB SUMMARY: The Receptionist is responsible for:

- 1) Greeting and directing individuals both in person and over the telephone
- 2) Providing reference and resource information for staff, students, families and visitors
- 3) Working with East Baton Rouge Parish Transportation for student bus system
- 4) Managing and distributing incoming and outgoing mail
- 5) Performing general secretarial and clerical functions

Greet and Direct Individuals

- Greet all visitors to the front office in a welcoming manner, including employees, students, families and visitors
- Ensure that incoming telephone calls are managed in a welcoming and efficient manner
- Direct individuals to appropriate locations in accordance with established building security procedures
- Ensure that all visitors who enter campus have followed security procedures
- Serve as point of contact for maintenance issues within school campus

Reference and Resource Information

- Maintain school schedules for purpose of locating students and teachers at all times
- Maintain materials including newsletters, calendars, forms and job applications for the purpose of providing information to school employees, students, families and visitors
- Maintain emergency contacts, including security officer contact information

Transportation System

- Serve as point of contact for East Baton Rouge Parish regarding bus system
- Assist families with registering and updating information for bus service
- Schedule bus service for field trips
- Prepare reimbursement form for payment to East Baton Rouge Parish for transportation services

Management of Mail

- Manage and distribute all incoming mail in a timely manner
- Ensure outgoing mail is picked up by appropriate vendor in timely manner
- Receive and distribute all incoming packages from delivery services, such as Fed-Ex and UPS

Secretarial/Clerical Duties

- Maintain all student absences in student management system
- Serve as office point of contact during arrival and dismissal, helping to ensure that students arrive and depart safely
- Collect and distribute items brought to office by parents or other parties
- Assist in collection of service project items, as well as other items collected on behalf of school
- Perform computer functions in Excel, Word and other applications as requested
- Maintain copier and other office equipment
- All related duties as assigned

Qualifications

- High school diploma with at least two years of secretary or receptionist experience.
- Committed to the mission and values of St. George Catholic School
- Strong organizational skills, verbal and written communication skills and problem-solving skills
- Strong interpersonal skills with ability to work in fast paced environment
- Working knowledge of Excel and Microsoft Word, coupled with advanced computer skills