

**Date:** 1 October 2018

**Position:** Receptionist

**To apply:** Email resume to Jennifer Whitmire at [jwhitmire@heritageacademyaz.com](mailto:jwhitmire@heritageacademyaz.com)

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### **School Overview:**

As a leading charter school in Arizona, Heritage Academy provides parents a premier educational atmosphere for scholars grades 7-12. With a full range of academics, fine arts, and athletics, Heritage provides over 1,000 scholars access to the finest teachers and coaches in Arizona.

Heritage Academy is dedicated to youth, their growth and development. The purpose of education is to build strong character. Strong character is reflected in strong families, strong communities and a strong nation. While teaching the academic disciplines, Heritage Academy is dedicated to instilling into the minds and hearts of today's youth a knowledge of and respect for the ideals and values of the great men and women of history, including those who founded the American nation. As today's rising generation gains an appreciation of these people of accomplishment they will be ready to provide the selfless service to their fellow citizens and to their country which will be required in the coming years to assist in preserving America's greatness. Heritage Academy exists to this end.

### **Job Description:**

Heritage provides parents and scholars a friendly and orderly academic environment. As an integral part of Heritage Academy, this position will assist current and prospective scholars and their families in a friendly and professional manner while adhering to all practices consistent with Heritage's culture, strategy, and values. Our receptionist reports to the Principal and is the first point of contact with the public in greeting parents and scholars as well as suppliers and other visitors. This position reconciles daily attendance, answers all incoming phone calls, responds to emails, assists registrar (completes & distributes forms, administers placement tests, reviews new applications , etc.) sorts delivered lunches, supports faculty (copies requested material, calls scholars out of class, etc.), coordinates campus wide activities (i.e. picture day, vision & hearing tests, etc.), and gives tours to potential scholars and their families. Supervises student TA's to assist with duties at the front desk--copying, answering phones, and other administrative tasks.

Additional duties include assisting the administration with various tasks (i.e. record keeping, receiving and receipting funds and fees, reminding faculty of various daily tasks and assignments, etc.) . The receptionist assists with other duties as necessary.

**Qualifications:**

- 2-3 years of experience as a receptionist; Experience in an academic setting is preferred
- Excellent communication skills
- Professional and friendly disposition
- Proficient with computers and office software applications including MS Office tools, various search engines, and QuickBooks
- Outstanding organizational skills
- High School degree required; Bachelor's degree preferred
- Bilingual (Spanish) preferred