



**2021-2022**

**POSITION ANNOUNCEMENT: Front Office Receptionist**

Health Leadership High School is a charter school designed to equip high school students interested in the health sector to become leaders in developing healthier communities. We are looking for committed staff who are interested in supporting young learners through project-based learning to leverage community engagement and student support in learning. We value dedicated staff who are passionate, creative, and motivated to establishing learning environments that meet students' needs and encourage success.

**HEALTH LEADERSHIP HIGH SCHOOL MISSION STATEMENT**

The mission of Health Leadership High School is to equip students who are interested in health with the skills they need to become leaders in developing healthier communities. Through experiential and project-based learning, our students develop as deep and complex thinkers to have a broad understanding of the determinants of improving healthier communities. Our mission is to take a holistic approach in supporting youth to have successful careers by caring for their intellectual, physical, and emotional well-being as students.

**POSITION DESCRIPTION**

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs visitors by maintaining employee and department directories; giving instructions.
- Support students by issuing tardy slips, coordinating field trip logistics, assisting with supplies, printing, and laminating.
- Maintains security by following procedures; monitoring logbooks; issuing visitor badges.
- Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.
- Answering phones and relaying messages to appropriate staff members or students.
- Maintains a safe and clean reception area by complying with procedures, rules, and regulations.
- Assisting with the foodservice program
- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs for Student Support, Community Engagement, and Curriculum and Assessment pillars.
- Consolidating supply orders and processing online ordering.
- Shipping, receiving, and mailing operations
- Contributes to team effort by accomplishing related results as needed.

- Business Office functions to include: cash handling, Data Entry for A/P, Purchasing, Cash Receipts, etc.
- Registrar functions - Data entry for Student Information System.
- Other duties as assigned by the supervisor

Receptionist Skills and Qualifications:

Telephone Skills, Verbal Communication, Microsoft Office Skills, Listening, Professionalism, Customer Focus, Organization, Informing Others, Handles Pressure, Phone Skills, Supply Management

## **REQUIRED QUALIFICATIONS**

- Bilingual
- Ability to pass a background check

## **HOW TO APPLY**

For consideration, applicants must submit the following materials directly to Leticia Archuleta, Executive Director/Principal at [Leticia@healthleadershiphighschool.org](mailto:Leticia@healthleadershiphighschool.org)

- Letter of interest demonstrating qualifications and experience
- Current resume or curriculum vitae
- 3 references – direct supervisors preferred

All applicants will be screened based on qualifications and experience. The most qualified applicants will be scheduled for position interviews. All other applicant submissions will be placed in a talent bank for future consideration

*\* To ensure safety for all students, all staff members will be fingerprinted. Background checks will be conducted on all school staff prior to their service as employees At Health Leadership High School, we seek to embrace equity, diversity, and inclusion. We strive to have employees who have a deep commitment to supporting youth and the community as a whole. Health Leadership High School is proud to be an equal opportunity employer.*