



**CREATIVE MINDS MONTESSORI SCHOOL  
Administrative Assistant – Receptionist  
Job Description**

**Job Title:** Administrative Assistant - Receptionist

**Department:** Administration

**Reports To:** Operations Director

**FLSA Status:** Hourly Non-Exempt

**Prepared By:** J. Hunter

**Prepared Date:** January 10, 2008

**Approved By:** Principal Owner

**Approved Date:** January 10, 2008

**Summary** - Provides assistance to the Operations Director and/or Principal Owner; including board activities, publications, volunteerism, and special events planning, to create and maintain favorable public image for Creative Minds Montessori School by performing the following.

**Essential Duties and Responsibilities** include the following.  
Other duties may be assigned.

Adhere to company and safety policies and procedures.

Greets visitors to school, determines nature of business, has visitor sign in, and directs visitors to destination

Answers telephone to provide information, take message, or transfer calls.

Monitors all incoming parents and children, allowing only those authorized to enter the building.

Talks with parents encountering problem and resolves problem or directs parent to Operations Director and/or Principal Owner.

Receives sorts and forwards incoming mail. Maintains and routs publications.

Composes, or transcribes from rough draft, correspondence, bulletins, memorandums, and other material.

Accepts and records tuition payments for school supplies and/or student activities.

Maintain a calendar of school events.

Have the ability to work independently on assigned tasks as well as to accept direction on given assignments.

Assist with other related clerical duties such as photocopying, faxing, filing and collating.

**Education and/or Experience** - One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.