



## **School Office/Wellness Receptionist, Part-Time (September to December 2020)**

### **Description**

Baker Demonstration School, an independent progressive PK-8 school on Chicago's North Shore, is seeking an exemplary school office/health receptionist. The primary responsibilities are to provide excellent constituent service through the main office including answering and responding to calls, coordinating attendance reporting, ensuring daily wellness checks are completed and supporting the administrative team. We value candidates with excellent communication and interpersonal skills who will work well with all constituents. This is a temporary, part-time position on campus, Monday – Friday with the following hours through December 2020: 7:30am-1:00pm, M, T, Th, F and 7:30am-12:00pm, Wednesdays.

### **Qualifications**

- Commitment to warm, professional interactions with all constituents
- Detailed oriented to ensure accuracy, care and thoroughness in work tasks
- Possess a strong work ethic, professionalism and positive attitude
- Excellent organization, communication and multi-tasking skills
- Tech skills - including expertise in Google Suites, database entry, attendance reporting, calendar organization and scheduling; demonstrate proficiency using the technology and computer-based programs provided by the School
- Experience working in a medical office and/or school office preferred
- Commitment to engaging in community conversations about equity and inclusivity
- Ability to contribute positively to the school community

### **Responsibilities**

- Greet visitors, students, and staff, answer and direct incoming telephone calls, provide appropriate information and refer to appropriate staff
- Record daily student attendance and wellness checks, manage voicemail system and calls regarding absent students and record absentee reasons
- Liaise with nurse and social worker in responding to urgent student health needs
- Update attendance records in the database and process student records requests
- Provide general clerical assistance in main office: word processing, report generation, copying, filing, distributing mail, faxing, data entry
- Work with team to complete required county, health/wellness check reports
- Handle information and work requests with professionalism and grace
- Develop and implement effective work habits to organize workload and to ensure thorough completion of work assignments



*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

### **Application Materials**

Candidates - Submit a resume and letter of interest to [employment@bakerdemschool.org](mailto:employment@bakerdemschool.org).

### **School Information**

Founded in 1918, Baker Demonstration School is an independent, PK-8 day school committed to providing an exemplary progressive education to our students. We believe that children learn best in an inclusive, creative community that encourages individual risk-taking and values learning by doing. Baker's experiential approach nurtures the development of the whole child enabling each student to be fully prepared for intellectual, artistic, physical and social/emotional challenges well beyond Baker.

### **Non-Discrimination and Disability Policy**

Baker Demonstration School is an equal opportunity employer and makes all employment decisions, including those related to recruitment, hiring, training, promotion, and recognition of individuals on the basis of their ability and job related qualifications and without regard to race, gender, religion, national origin, sexual orientation, disability, or any other classification prescribed under applicable federal, state, or local law. The school complies with the law regarding reasonable accommodations for employees with disabilities. Applicants requiring reasonable accommodation in order to participate in the application/interview process are requested to contact the School in order to arrange such accommodation.