

**CRAWFORDSVILLE COMMUNITY SCHOOL CORPORATION**  
**MIDDLE SCHOOL RECEPTIONIST**

Title of Position/Location:

**Crawfordsville Middle School Front Office Receptionist**

Effective Date of Posting:

**9/18/2020**

Application Instructions:

Please submit non-certified application found at <https://www.cville.k12.in.us/Page/365> along with a resume to contact information listed below.

Application Deadline:

**10/2/2020 or until filled**

Job Description:

**The front office receptionist is responsible for greeting and directing visitors, responding to inquiries from staff, students, parents, and the public by providing appropriate information or referring to appropriate staff members. The front office receptionist also provides general office support, as requested by building administration.**

Job Requirements:

- **Receiving and responding to phone calls and taking messages when necessary**
- **Greets and welcomes individuals upon entering the building in alignment with building safety procedures**
- **Checks visitors into the building using SafeVisitor Program**
- **General office support such as copying, faxing, data entry, filing, etc.**
- **Tracks student attendance daily and provides support to administrative team with attendance reports**
- **Communication with parents in regards to attendance on basis of daily tracking**
- **Other duties as assigned by principal or principal's designee**

Certification Requirements or Job Qualifications:

**Office Support Experience Preferred**

Position Start Date:

**Upon Filled**

Contact Information: (Name, Address, Phone, Fax, Email)

**Brent Bokhart  
705 Wallace Ave  
Crawfordsville, IN 47933  
bbokhart@cville.k12.in.us**

Posting Requested by:

**Brent Bokhart**

Date:

**9/11/2020**

Central Office Approval:

**Dr. Rex Ryker, Assistant Superintendent**

Date:

**9/15/2020**

