



WCA EMPLOYMENT OPPORTUNITY

Interested candidates should send a cover letter and resume to

Marc Maddox, Director of Operations, at mmaddox@westsideacademy.org

PART-TIME RECEPTIONIST

Part-time, begins August 2024

We are seeking an additional part-time receptionist for the 2024-2025 school year.

HOURS 10-20 hours per week. Hours would be for either 8:00am-12:30pm (morning coverage) and/or 12:30pm-5:30pm (afternoon coverage) on school days only, late August 2024 to late May 2025.

COMPENSATION This is an hourly position at \$15/hour with no other compensation except the joy of being around some terrific people and serving the Lord by helping to fulfill the school's mission.

RESPONSIBILITIES INCLUDE *(but not limited to):*

- Sit at the desk near the front door to let in visitors or students during school hours.
- Ensure proper protocol is followed for those entering the building (and denying entry by anyone who may be a security threat) and for all visitors and volunteers to sign in and be given a badge.
- Serve as a welcoming presence with an eye on security.
- Answer telephones when needed and take messages.
- Make sure the lobby area is clean and welcoming.
- Assist in sanitizing common areas as needed.
- Assist with office tasks as time allows including the School Office, Grammar School, and Upper School with administrative responsibilities.

QUALIFICATIONS

- A Christ follower who is engaged with a local Bible teaching church.
- Agreement with our statement of faith and employee lifestyle commitment.
- A good role model for our students who are watching.
- Very good communication skills, both verbal and written.
- A strong work ethic and a sense of humor.
- Flexibility and professionalism.

As a PreK - 12 Classical and Christian school in suburban Cleveland, WCA is committed to quality instruction through the lens of a Biblical worldview in a nurturing environment. We use classical methodology that includes grammar, Latin, logic, rhetoric and daily instruction from God's Word. WCA is a family-oriented community, united by the bond of being Christ followers who desire our children to grow in godly character with a zeal for learning. To learn more, explore our website at westsideacademy.org