



**Cornerstone Christian Academy for Learning and Leadership (CCALL) is now accepting applications for the 2022-23 Academic Year.**

**Classified Job Opening: Office Receptionist/Support (Vancouver Campus)**

This is full-time position that includes a benefits package.

*The position is open until filled.*

**Position Brief**

CCALL is a private Christian school located in Vancouver and Battle Ground WA. We are teaching students to think, learn, and lead from a Biblical worldview. We provide a rigorous and relevant Christian education that equips students for leadership in a changing world. We strive to be a technologically advanced school.

Cornerstone's culture is designed to inspire and reveal the learners' giftedness, passion, and curiosity. Teachers use the learners' curiosity to frame questions which inspires a search for answers and that allows students to discover God's truth.

We know learners perform best when teachers and staff develop a genuine relationship with them that encourages and challenges engagement, critical thinking, and exploration.

**Function**

The job of School Receptionist/Support is for the purpose/s of providing secretarial and administrative support to the Administration; communicating information to students, parents, staff; and supporting a broad array of services provided to students, parents, instructional and support employees.

**Duties of this job include, but are not limited to:**

- Christian role modeling by living the CCALL Statement of Faith.
- Maintain an ongoing personal relationship with Jesus Christ and continued spiritual development.
- Greet and assist students, parents, and visitors for the purpose of providing information, facilitating communication, and/or providing direction.
- Evaluate situations involving other staff, students, parents, the public etc. for the purpose of taking appropriate action and/or directing to appropriate personnel for resolutions.
- Partner with the Office Manager to complete needed tasks.
- Assist other personnel for the purpose of supporting them in the completion of their work activities.
- Collect fees and/or funds for student events.
- Maintain inventory of supplies and materials.
- Orient new campus personnel regarding appropriate school and district practices for the purpose of effectively assimilating new personnel into campus operations.
- Schedule various activities for the purpose of assisting in meeting staff needs and efficiently utilizing personnel, equipment, and facilities.
- Perform record keeping and general clerical functions using the FACTS school management system.
- Other duties as assigned.

**Required Qualifications**

- HS Diploma or equivalent.

**Preferred Experience**

- Proficient with Microsoft applications including Teams.
- Experience with general office equipment including but not limited to business phone systems, printers, copiers and filing systems.

**Additional Details**

Please send an application, resume, and cover letter to Principal Heather Frey at [hfrey@ccak12.net](mailto:hfrey@ccak12.net)