



LYCÉE FRANÇAIS
DE SAN FRANCISCO

Part-Time Receptionist

The Lycée Français de San Francisco is currently seeking qualified applicants for a Part-Time Receptionist Position at our Ashbury Primary Campus for Academic year 2024-2025. We are looking for a candidate that shares our values and commitment to our students and community.

The Lycée Français de San Francisco is a French immersion College Preparatory school with 850+ students and three Bay Area campuses that strives to maintain an international community for teachers, parents and students of diverse social and cultural backgrounds and to provide a rich educational environment, emphasizing academic excellence and personal achievement.

The part time receptionist, 26h15 (26.25) hours per week, is responsible for the general functions of the reception/front desk and helps manage the overall day to day operations. He/She provides assistance to students and parents.

LFSF General School Duties and Responsibilities:

- Answers phone calls in a pleasant, informed manner for the purpose of providing information and creating a good image of the school
- Manages telephone message system (office hours and other recorded messages)
- Screen visitors through security cameras, hand visitor badges and keep visitors' log up to date
- Greets all incoming students, families and guests respectfully and professionally
- Assists in all aspects of maintaining a professional front office, including but not limited to, fielding and directing incoming phone calls to the appropriate staff member in a timely, professional manner, filing and copying and faxing of sensitive information.
- Develops a positive, welcoming and caring climate in the Front Office.
- Provides for students' personal needs such as attending to those who are sick or hurt; administering medications as prescribed by a physician in accordance with training and authorization
- Assists students and others with routine problems and will refer non-routine items to the supervisor.
- Works with courtesy, tact, and diplomacy in dealing with others, and the ability to work cooperatively as part of a team.
- Able to sit or stand for extended periods of time
- Lifts supplies and materials weighing up to 25 pounds.
- Types routine correspondence, student's tardy notes, memoranda, reports, records, bulletins, orders and other office documents from sources such as rough drafts, notes, and oral instructions.
- Perform data processing in Blackbaud and ActiveNet.
- Receives, counts, opens, unpacks, dates, stamps, records, sorts and distributes incoming mail, documents, books, materials and supplies following established procedures.
- Sorts and stamps out-going correspondence, addresses envelopes and packages, and prepares printed matter and other material for mailing.
- Receives and refers visitors, takes telephone calls and messages, and provides routine information upon request.
- Enters information or data to personal computer or computer terminal following established procedures.
- Able to read, comprehend and apply job-related written material and make decisions in accordance with applicable school system policies and procedures.

OTHER DUTIES AS ASSIGNED

Qualifications & Personal Skills:

- Bilingual English/French preferred
- Excellent oral and written communication skills; good phone manner. Effective in communicating with parents and children.
- Ability to work well within a team and independently.
- Demonstrated ability to anticipate and solve problems in a timely manner. Personable, and understanding.
- Dependability and reliability.

Start Date: August 19th 2024

Status: Part-Time, 26h15 hours per week, Non-Exempt, reports to the Primary Principal

Location: Ashbury Campus, San Francisco

Candidates with 1 to 3 years related experience in the education field can anticipate a yearly salary, ranging from: \$ 49,943 to \$ 51,510 for 26h15 hours of per week (based on Salary Grid 2024/2025). The salary offered to the successful candidate will be dependent on several factors that may include but are not limited to the type and years of experience in the job, type and years of experience in the industry, education, etc. LFSF offers a negotiated salary range.

Excellent benefits package which includes medical, dental, vision, 11 paid holidays, generous paid vacation package, long-term disability and retirement benefits.

Application Process:

To apply for this position, please submit your resume along with a cover letter via

<https://www.lelycee.org/about/jobs>

For any inquiries, please contact cv@lelycee.org

The LFSF is an equal opportunity employer. All individuals have an equal opportunity for employment based on qualifications and merit, regardless of religion, race, sex, marital status, pregnancy, childbirth or related medical conditions, age, color, national origin, ancestry, physical or mental disability, medical condition, sexual orientation, military service status, or any other factor prohibited by state or federal law. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, and other conditions of employment.

All qualified applicants are encouraged to apply. Employment contingent upon successful completion of background investigation. Direct candidates only. No phone calls, please.