



Receptionist (2025-26 Academic Year)

Status: Non-Exempt, Full-Time

Calendar: Academic Year

Hours: 7:45am – 4:15pm

Overall Objectives

The Receptionist serves as the first point of contact for students, families, staff, and visitors at Yinghua Academy. This role requires a warm, professional demeanor, strong communication and organizational skills, and the ability to manage a variety of front office responsibilities with efficiency and accuracy. As a key member of the front office team, the Receptionist contributes to a welcoming, service-oriented school environment that reflects the mission and values of Yinghua Academy.

Principal Roles & Responsibilities

- Greet and assist visitors, students, and staff, creating a welcoming and respectful front office environment.
- Answer and direct incoming phone calls; respond to general inquiries with professionalism and accuracy.
- Manage daily student arrivals and dismissals, including sign-in/sign-out and attendance updates.
- Maintain a clean, organized, and professional front office space.
- Monitor and manage building access, including visitor check-in and adherence to school safety protocols.
- Support arrival and dismissal logistics and coordinate with instructional staff as needed.
- Receive and distribute mail, packages, and deliveries in a timely manner.
- Coordinate daily substitute coverage and communication. This includes remote availability for early morning and/or evening shift coverage (6–6:30 am M–F and/or 8–8:30 pm Sun–Thurs), with adjustments during school breaks or special events.
- Support front office workflows such as printing, data entry, or event support as assigned.
- Collaborate with administrative staff to ensure smooth day-to-day operations.
- Other duties as assigned.

Communication

- Serve as a helpful and professional point of contact for families, staff, and external partners.
- Maintain a calm, service-oriented tone in all interactions, including high-traffic or high-stress situations.
- Relay messages and information to staff and administrators in a timely and accurate manner.
- Support school-wide communications under the direction of the administrative team.
- Demonstrate clear and courteous verbal and written communication at all times.

Program Compliance

- Adhere to school policies, procedures, and safety protocols.
- Follow building access and visitor management policies consistently.
- Support compliance with student attendance tracking and reporting.
- Participate in emergency drills and assist with front office preparedness.

Professional Conduct

- Maintain confidentiality and professionalism in all matters, including student-related information and sensitive organizational topics.
- Commitment to Yinghua Academy's mission, values, and guiding principles.
- Demonstrate reliability, punctuality, and consistency in attendance and work habits.
- Maintain a positive and respectful attitude, even during busy or challenging moments.
- Complete responsibilities accurately and on time, requiring minimal supervision, and meeting established objectives.

- Exercise sound judgment and take initiative to solve problems or escalate when needed.
- Participate in training and professional development opportunities to build relevant skills.
- Foster a sense of belonging and inclusiveness in the front office and throughout the school.

Qualifications

Education and Experience

- High school diploma or equivalent.
- Excellent oral and written communication skills.
- Strong organizational skills, time management, and attention to detail.
- Ability to multitask, manage frequent interruptions with professionalism, and remain calm under pressure.
- Comfortable using office technology including phones, email, printers, and calendars.
- Adept at technology and software (iPad, PC, Microsoft Office Suite, Google applications).
- Cultural competence and the ability to work respectfully within a multilingual, multicultural school community.
- Experience working with children required, preferably in a K-8 school environment.
- Strong problem-solving and independent work skills.
- Punctual, reliable, and team-oriented.

Preferred

- Bilingual in Mandarin Chinese and English.
- Prior experience in a school, receptionist, or customer service role.
- Familiarity with Infinite Campus or other student information systems.

Employment Requirements

Must meet all employment requirements including, but not limited to, criminal background checks and reference checks.

Starting Salary

\$18/hr - \$20/hr DOQ

Benefits:

We offer a comprehensive benefits package for employees working a minimum of 30 hours per week. This includes health, dental, and vision insurance, Kavira (direct-to-employer healthcare), Flexible Spending Accounts for medical and dependent care, as well as life insurance, accidental death and dismemberment (AD&D) coverage, and long-term disability insurance.

Start Date

August 12, 2025

To apply

Send Cover Letter, Resume, and [Application for Employment](#) to HR@yinghuaacademy.org

Yinghua Academy is an Equal Opportunity Employer

Yinghua Academy District 4140-07 prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at <https://www.yinghuaacademy.org/ourteamadministration/school-management/>