



SPA

**Contra Costa School of
Performing Arts**

www.cocospa.org • 925-690-8600

Job Title: Receptionist
Category: Classified
Work Year: 185 Days
Supervisor: Executive Director or Designee

About SPA

The Contra Costa School of Performing Arts ("SPA") is a tuition-free, public, independent charter school located in Walnut Creek, CA. Founded in 2015 and opening doors to our first students in 2016, the school now serves grades 6-12. The mission of Contra Costa School of Performing Arts is to provide a distinguished, pre-professional experience in performing arts within a college and career preparatory setting. We believe in fostering a culture of excellence with the core values of rigor, relevance, resilience, and relationships.

Role Summary

The receptionist at Contra Costa School of Performing Arts provides a warm and friendly welcome to visitors; answers phones; records attendance; provides parental support as needed; monitoring assigned duties; and providing information, recommendations, and/or direction as may be requested by the administration. Finalists for this position will be asked to get their fingerprints and background check completed prior to starting.

Key Responsibilities

- Answers all incoming phone calls, welcomes visitors, meet their needs and requests in a friendly manner
- Manages to respond to and ensures responses to walkie-talkie requests.
- Data entry to support attendance and enrollment.
- Calls for students when parents come to pick them up early.
- Takes careful messages and passes them to the appropriate parties.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.
- Records attendance.
- Maintain appropriate confidentiality at all times.
- Other duties as assigned.

Qualifications

- Minimum high school diploma or equivalent
- Time management skills and the ability to easily shift priorities in a demanding and ever-changing environment
- The ability to demonstrate initiative and work independently in the absence of specific

instruction

- The ability to interpret and apply policies and procedures
- The ability to maintain a friendly demeanor while working in a busy office