

Christ the King Catholic School
7414 SE Michael Dr.
Milwaukie, OR 97222

Job Posting: Part-time Receptionist

Hours: 7:00 am to 12:00 pm Monday-Friday, school-year calendar

Hourly salary: TBD

Primary Responsibilities

- Early care from 7:00 am to 8:00 am daily
- Student attendance management and record keeping
- Prepare Extended Care attendance daily
- Assist Secretary with daily duties
- Break Secretary for lunch (if needed)
- Assist parents when needed in the office
- Answer phone calls

Skills/technology:

- Powerschool
- EZ School Lunch and Extended Care apps
- Word and MS Office
- Google Docs
- Instagram/Facebook when necessary

Other Duties:

- Tour CTK with prospective parents
- Assist with various classrooms for teachers as necessary
- Help maintenance person when needed
- Other duties as assigned

This position will remain posted until filled. Please send your cover letter and resume to principal@ctk.pvt.k12.or.us