



Riverside Leadership Academy

1955 Old Airport Road
New Bern, NC 28562
RiversideLeadershipAcademy.org



Join our team at Riverside Leadership Academy (RLA), where we are committed to fostering a nurturing environment that integrates Social Emotional Learning (SEL) and Project-Based Learning (PBL) at the core of our educational philosophy. At RLA, we believe in empowering our students to become future-ready leaders through an innovative curriculum that emphasizes real-world applications and personal growth. Our approach to education is designed to develop not only academic skills but also emotional intelligence, resilience, and leadership qualities in every student. As a staff member, you will play a pivotal role in creating a dynamic, supportive, and collaborative learning community that encourages students to explore, innovate, and achieve their fullest potential. We are looking for passionate educators who are eager to contribute to a culture of excellence, accountability, and respect, guided by our mission to make a meaningful difference in the lives of our students and the broader community.

Position Title: Front Office Assistant / Receptionist

The Front Office Assistant/Receptionist plays a crucial role in the daily operations of Riverside Leadership Academy. This position is key to offering secretarial and clerical support to our administrative team, facilitating effective communication within our vibrant learning community. The ideal candidate will embody RLA's values, adeptly managing interactions with students, staff, families, and visitors to foster a welcoming and inclusive environment.

Essential Functions:

- Confidentiality and Communication: Handle sensitive information with discretion, ensuring confidentiality while communicating professionally in both written and verbal formats.

Reception Duties:

- Warmly welcome and assist all guests, ensuring student safety through strict adherence to check-out procedures.
- Efficiently manage visitor and student logs, including sign-in/out procedures and tardiness tracking, in collaboration with our Student Data Coordinator.
- Operate the telephone system effectively, ensuring messages are accurately relayed and inquiries directed to appropriate staff members.
- Maintain positive relationships across our community, supporting a culture of cooperation and mutual respect.

Clerical Responsibilities:

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Leading the Quest for Student Success



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- Support the distribution of school-wide communications and assist with mail and delivery sorting.
- Contribute to the enrollment and admissions processes, providing necessary follow-up communications.

School Lunch Program Assistance:

- Coordinate aspects of the School Lunch Program, including meal organization and distribution.

Health and Safety Protocols:

- Perform temperature screenings and basic first aid as needed, facilitating student health and safety.
- Liaise with families to arrange care for ill or injured students.

Supply Inventory and Maintenance:

- Oversee the maintenance of office supplies, equipment, and furnishings.

Additional Responsibilities:

- Provide non-instructional student supervision, including during transitions and extracurricular activities.
- Support emergency procedure execution and student safety initiatives.
- Facilitate communication between teachers and families for student welfare.

Skills & Qualifications:

- An Associate's degree or higher is preferred, with a strong preference for candidates with relevant office experience, especially within educational settings.
- Excellent interpersonal skills, with the ability to engage positively with students, families, and community members.
- Demonstrated patience and a service-oriented approach to all interactions.
- Effective organizational skills, with proficiency in Google Suite and knowledge of standard office equipment.
- Strong written and verbal communication abilities.



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Physical Requirements:

- Regular operation of computers, hand-held learning devices, and other office equipment.
- The ability to reach with hands and arms for file management, equipment operation, and other office tasks.
- Occasional lifting and/or moving items up to 10 pounds to manage office supplies, mail, and deliveries.

Reasonable accommodations will be made to enable individuals with disabilities to perform these essential functions, ensuring all team members can contribute fully to our learning community.