



Pegasus School of Liberal Arts & Sciences

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Receptionist/Campus Attendance Clerk

Pegasus School of Liberal Arts and Sciences

Dallas, Texas

Job Details

- **Application Deadline:** Posted until Filled
- **Starting Date:** 08/01/2023
- **Position Type:** Full-time
- **Positions Available:** 1

Job Description

Receptionist/Campus Attendance Clerk

This position is a clerical position and will provide reception/clerical assistance for the efficient operation of the campus office. Specific duties and responsibilities include, but are not limited to:

- Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
- Greet and direct campus visitors.
- Assist parents in checking students in and out of school. This includes assisting students, teachers, and parents as needed.
- Receive, sort, and distribute mail, messages, documents, and other deliveries.
- Assist with the receipt and distribution of student materials, including homework requests.
- Maintain visitor log and issue visitor passes.
- Assist with preparation of materials for mailing, including preparing labels, stuffing envelopes, etc.
- Maintain computerized files, including reports, employee roster, and mailing lists.
- Assist with the scheduling of teacher conferences.
- Provide clerical assistance as needed.
- Maintain confidentiality.
- Carryout the attendance taking procedures and ensure compliance is being met.
- Collect and enter attendance data into student information system and verify for accuracy.
- Prepare and print reports, including attendance reports, grades, class or personnel rosters, end of semester reports, etc.
- Process new student applications and records, including requesting records from other schools, and entering data into appropriate databases.
- All other duties as assigned.



Equal Opportunity Employer

Pegasus School of Liberal Arts and Sciences is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Job Requirements

- Experience with Student Information System (Preferred)
- At least 3 years of relevant experience (Preferred)
- High School or equivalent
- Speak and Write in Spanish (Required)
- Citizenship, residency or work visa (Required)

Contact Information

- Email: contact@pegasuscharter.org

