



Reports to: Main Office Administrator

The **Office Attendant** is responsible for school office administrative functions at CAL, including serving as the primary point of contact for parents, staff, and the public. This role provides support to CAL office operations and to CAL staff as needed.

Office Attendant

Overview of Classical Academy de Lafayette

Classical Academy de Lafayette seeks to develop the academic potential of each student through a rigorous, content-rich, classical liberal arts program while cultivating in them a virtuous character. The school's programming is directed towards students who seek a rigorous education and stand ready to do their part, work hard, and earn their own education with families ready to support them in this effort.

- Serves as the primary point of contact for the school, handling office walk-ins, phone calls, emails, and other inquiries related to school activities and operations
- Coordinates efficient, orderly dismissal at the end of the school day
- Provides administrative support to staff and faculty, as needed
- Assists with creating and managing attractive, organized, functional office environment
- Technologically adept, including Microsoft Office, Sign-up Genius, Canva, and more
- Maintains an organized library of forms/documents, both electronic and physical
- Maintains office and school inventories, including supplies, equipment, and materials
- Tracks and communicates attendance
- Attends to students as needed, and as authorized by parents
- Provides other support as needed (ie: room set-up for Virtue talks)