



WCA EMPLOYMENT OPPORTUNITY

Interested candidates should send a cover letter and resume to
Marc Maddox, mmaddox@westsideacademy.org

Receptionist

Part-time, begins August 2026

We seek an additional part-time receptionist for the 2026-2027 school year. The receptionist creates a warm, friendly, and welcoming environment for all who enter the school. As first point of contact, this role helps ensure every interaction is positive, professional, and supportive. The receptionist assists students and guests and plays an important role in maintaining school protocols, safety procedures, and a secure learning environment.

Work Hours: Position is part-time. Hours would be 8:00am-12:30pm Thursday and Friday, with the option to pick up hours as needed.

Start Date: Late August 2026 to late May 2027

SPECIFIC RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Uphold and promote the WCA Guidelines and Expectations
- Sit at the front desk to let in visitors or students during school hours
- Ensure proper protocol is followed for those entering the building
- Maintain sign-in/out logs for all visitors
- Serve as a welcoming presence with an eye on security
- Answer telephones and take messages
- Assist in sanitizing common areas as needed
- Assist with office tasks as time allows for the School Office, Grammar School, and Upper School
- Record daily attendance in database system for all students PK-12 grade

QUALIFICATIONS

- A follower of Jesus Christ and personal agreement with our Statement of Faith and lifestyle agreement
- Engaged with a local Bible teaching church
- A good role model for our students who are watching
- Very good communication skills, both verbal and written
- Comfortable with technology and platforms such as Google Suite
- Ability to learn quickly
- A strong work ethic and a sense of humor
- Flexibility and professionalism

As a PreK - 12 Classical and Christian school in suburban Cleveland, WCA is committed to quality instruction through the lens of a Biblical worldview in a nurturing environment. We use classical methodology that includes grammar, Latin, logic, rhetoric and daily instruction from God's Word. WCA is a family-oriented community, united by the bond of being Christ followers who desire our children to grow in godly character with a zeal for learning. To learn more, explore our website at westsideacademy.org