



HERITAGE

CLASSICAL ACADEMY

Receptionist/Registrar

About HCA:

Heritage Classical Academy is a tuition-free public charter school located in Northwest Houston. We will be opening for our first year in August 2025 with a student body composed of kindergarten and first grade. At Heritage Classical Academy, we believe that teachers are the soul of our school. Our teachers are responsible for not only guiding the students in their intellectual development, but also carefully cultivating the hearts of our scholars in their journeys towards moral excellence. We are seeking a bilingual receptionist to join our founding team for the 2025-26 school year.

General Statement of Responsibilities:

Applicants will work under the leadership of the Lower School head of school and will be responsible for establishing effective rapport with students and parents, fielding phone calls and in person questions about the school, tracking daily attendance data and preparing reports, managing our admissions and enrollment processes, and ensuring that visitors follow a secure check-in/out process. Potential questions include but are not limited to the enrollment and registration process, our uniform policy, and meeting requests. In addition, applicants should have a strong knowledge of and background in classical education, experience working in a receptionist position, the ability to collaborate effectively with others, an abiding love for working with children, and a zeal for our unique mission.

Annual Salary:

- Competitive annual salary range based on experience

Benefits:

- Access to a competitive benefits package

Requirements:

- Bachelor's degree preferred, but not required
- Bilingual

- Broad knowledge of standard computer programs including Word and Excel
- Ability to operate various office equipment
- Strong organizational skills
- Detail oriented
- All applicants must pass a fingerprint and criminal background check
- Experience working in a receptionist position

Job Type:

- Full-time
- In person

The responsibilities of this role include, but are not limited to, the following:

- Track and report on daily attendance
- Contact parents/guardians regarding absences/tardies
- Refer excessive absences to proper authorities
- Answer telephone, record, and deliver messages
- Ensure that visitors are checked in and out securely
- Register and withdraw students
- Prepare and input various reports of attendance with district computer system
- Maintain average daily attendance log
- Request/forward student records
- Maintain and verify current demographic data following TEA, Region 4, and district requirements
- Obtain and furnish various reports/printouts on student data

HCA considers applicants for all positions without regards to race, color, national origin, age, religion, sex, marital status, veteran or military status, disability, or any other legally protected status. Being authorized to work in the U.S. is a precondition of employment. HCA is an Equal Opportunity Employer.

Interested candidates must prepare a letter of introduction, a C.V. or resume, three character references, and a 300-500 word philosophy of education.

Please email all attachments to careers@heritageed.org