

Front Desk/Dismissal Attendant Job Description

Position Summary

The Front Desk/Dismissal Attendant provides logistical and administrative support at the assigned school site. Reporting to the Teacher of Organization and/or the Chief Programs Officer (CPO), the Front Desk/Dismissal Attendant manages front desk operations, greets visitors and families, assists with administrative tasks, and provides supervision during the dismissal period. The Front Desk/Dismissal Attendant maintains a safe, organized, and welcoming environment for students, families, and staff.

Key Responsibilities

- Manage front desk operations and greet visitors, families, and READ USA staff
- Answer phones and direct communications as needed
- Maintain a safe, orderly, and welcoming environment before and after tutoring sessions
- Assist with check-in and dismissal procedures
- Supervise students during the dismissal transition period
- Ensure all students are accounted for and properly dismissed
- Support Teachers of Organization and other READ USA staff with administrative and operational tasks
- Maintain professional communication with students, families, and READ USA staff
- Support student behavior expectations and maintain consistency with READ USA policies
- Assist with data entry and record keeping as directed
- Support READ USA programs as directed by the CPO

Qualifications

- Must be at least 18 years old
- Pass a Level II background check

Time Commitment and Service Expectations

- Presence at assigned school site before tutoring starts and during dismissal hours (Tuesday through Thursday)
- Reliable attendance and punctuality
- Participation in programmatic initiatives as directed by the Teacher of Organization and/or CPO

Reporting Structure

Reports to: Teacher of Organization and/or Chief Programs Officer (CPO)

Equal Opportunity

READ USA is an equal opportunity employer.