



**Receptionist**  
**Full Time**  
**\$19-27 per hour**

**Position Description**

Flagstaff Academy seeks a Receptionist position for the 2026-27 school year. The candidate is the primary customer service point of contact for visitors and callers to Flagstaff Academy. The school receptionist assists with all front office operations, supporting purchasing and receiving and coordinates all volunteers within the building.

**Qualifications sought**

We seek an enthusiastic receptionist to join the front office team who can greet students, staff, and families while being inspired by our mission -- "where science and technology take flight."

Specifically, we seek an individual with:

- enthusiasm and excellent customer service skills,
- a friendly and outgoing personality and enjoys interacting with the public,
- good communication, organizational, and interpersonal skills,
- detail-oriented and able to multitask,
- ability to be efficient and productive in a fast-paced environment,
- ability to operate basic office equipment, including scanners, copiers, label printers and similar equipment
- experience using Gmail, Google Apps, or similar email, word processing and spreadsheet software
- experience with Infinite Campus software desired

Position Responsibilities:

- Answer and direct phone calls
- Greet visitors and assist visitors, volunteers, and parents with sign-in
- Coordinate volunteers by managing the software system, greeting, calling and emailing volunteers to recruit for open volunteer jobs
- Maintain a neat, organized and clean lobby, reception area, and entrance
- Assist with emergency protocol (911 and emergency response codes)
- Check inter-district mail bags and distribute contents daily
- Sort and route incoming mail and packages
- Assist with facilitation of morning and afternoon driveline from front office
- Assist with ordering and purchasing
- Other duties as assigned

## **About Flagstaff Academy Charter School**

Located in Longmont, Flagstaff Academy is a tuition-free public charter school serving grades kindergarten through eighth. Our school also offers a tuition-based full- and part-time preschool program for three and four year olds.

Since its founding in 2005, Flagstaff Academy has grown into Longmont's premier science and technology school. As a public charter school, Flagstaff Academy is operated by a board of directors made up of parents and community members. Our school serves approximately 800 students and is part of the St. Vrain Valley School District.

## **Mission**

The Mission of Flagstaff Academy is to develop students who are equipped to be well-rounded, ethical leaders in the world community with a foundation based on science and technology.

## **Guiding Principles**

- Provide a K-8 Core Knowledge-based education with a science and technology focus that challenges students to achieve their academic potential
- Provide opportunities for scientific and technological exploration
- Pursue excellence in every student and employee
- Promote, value, and recognize academic achievement and creativity
- Welcome an academically diverse student population
- Respect the individual, classroom, school, community, and world

## **Pay Range**

This position is expected to pay within the listed pay range based on qualifications, skills, and experience.

## **Flagstaff Academy Offers an Extensive Benefit Package:**

- **Medical & Rx** - Employees can choose between two UMR healthcare plans, a PPO or a HDHP, with prescription coverage through OptumRx
- **KerixHealth** - At no cost to employees, Flagstaff Academy provides access for employees and dependents who are enrolled in one of our UMR healthcare plans to KerixHealth, a Direct Primary Care healthcare provider
- **Teledoc** - At no cost to employees, Flagstaff Academy provides access to a telehealth program that offers medical and select behavioral health visits via video or telephone.
- **Dental** - Dental insurance is provided through Delta Dental of Colorado with Flagstaff Academy paying the full cost for the employee's coverage
- **Vision** - A voluntary vision insurance plan is available through VSP
- **Flexible Spending Accounts** - A medical FSA is available for those covered under the UMR PPO plan, allowing employees to use pre-tax dollars to pay for unreimbursed healthcare costs. A dependent care FSA is available for employees to pay for qualifying dependent care expenses with pre-tax dollars

- **Health Savings Account** - A HSA partners with coverage under the UMR HDHP plan, allowing employees to contribute funds on a pre-tax basis to use or save for eligible healthcare expenses now and in the future. Each plan year, Flagstaff Academy contributes \$720.00 to the HSA for employee only coverage or \$1,200.00 for employee + dependent(s) coverage
- **PERA Retirement** - In lieu of Social Security, public employees in the state of Colorado contribute to a tax-deferred retirement account that is administered by Colorado PERA. Employees contribute 11% of monthly earnings while Flagstaff Academy contributes 21.4% to the PERA pension trust fund on the employee's behalf
- **Life/AD&D insurance** - Flagstaff Academy provides a Life/AD&D insurance policy with a \$40,000 benefit for each eligible employee
- **Short Term Disability** - Flagstaff Academy provides a Short Term Disability policy for each eligible employee
- **Paid Time Off** - Employees are granted PTO based on years of service and number of contract days. Part-time employees are granted PTO prorated at the percentage of a 40-hour week
- **Free Childcare** - Staff can access childcare before/after school, as well as during all professional development days, through our Dragon Flight program
- **Employee Appreciation** - Flagstaff Academy offers an unmatched employee appreciation program throughout the school year

#### **Additional Voluntary Benefit Options:**

- **Voluntary Retirement Options** - Employees may choose to contribute additional funds through payroll deductions to either a 401(k) or 457(b) plan offered through PERA Plus
- **Life/AD&D Insurance** - Additional term life insurance is available at a group rate for coverage of employee, employee's spouse, and employee's child(ren)
- **Long Term Disability** - Long term disability insurance is available at a group rate
- **Aflac** - Aflac Accident and Aflac Critical Illness plans are available at a group rate
- **Norton LifeLock** - Two plans for identity theft protection are available at a group rate

To apply, send a letter of interest, a current resume, and three letters of recommendation/reference to [employment@flagstaffacademy.org](mailto:employment@flagstaffacademy.org), or by mail to Employment, Flagstaff Academy, 2040 Miller Drive, Longmont, CO 80501.

Flagstaff Academy is an equal opportunity employer.

NOTE: This job description is not intended to be an all-inclusive list of duties, responsibilities or qualifications associated with the job. Flagstaff Academy reserves the right to modify any descriptions contained herein provided such changes are publicly posted and disclosed to all applicants.