Job Title: Front Office Staff
Location: PACE Academy – Columbia, South Carolina
Reports To: Head of School / Administration

Position Overview:
PACE Academy is seeking a professional, organized, and welcoming Front Office Coordinator to serve as the first point of contact for students, parents, staff, and visitors. The Front Office Coordinator plays a critical role in ensuring smooth daily operations and maintaining a positive, professional environment that reflects the mission of PACE Academy, a school dedicated to serving students with dyslexia and related learning differences.

Primary Responsibilities

Front Office Operations

- Serve as the first point of contact by greeting and assisting visitors, parents, and students in a professional and friendly manner
- Answer and direct incoming phone calls and respond to general inquiries
- Manage front desk operations including sign-in procedures and visitor management
- Maintain a welcoming, organized, and professional front office environment

Administrative Support

- Provide administrative support to the Head of School and administrative team
- Assist with student records, attendance tracking, and filing
- Prepare correspondence, forms, and general school communications

Student and Parent Support

- Assist parents with general school questions and direct them to the appropriate staff member
- Support daily student arrival and dismissal procedures
- Maintain confidentiality regarding student and staff information

Scheduling and Coordination

- Assist with scheduling meetings and appointments for administration
- Support coordination of school events, meetings, and activities
- Help maintain school calendars and office documentation

Other Duties

- Assist with data entry and basic reporting as needed
- Support school-wide initiatives and special projects
- Perform other duties as assigned by the administration

Qualifications

- High school diploma required; associate or bachelor's degree preferred
- Prior front office or administrative experience preferred (school setting a plus)
- Strong organizational and multitasking skills
- Excellent communication and interpersonal skills
- Proficiency with basic computer systems, email, and office software
- Ability to maintain strict confidentiality

Preferred Skills

- Experience working in a school environment
- Familiarity with student information systems
- Ability to work effectively in a fast-paced environment
- Strong customer service skills

About PACE Academy
PACE Academy is a specialized school in Columbia, South Carolina dedicated to supporting students with dyslexia and related learning differences. Our mission is to provide individualized instruction in a nurturing environment where students can build confidence, develop strong academic skills, and reach their full potential.

Equal Opportunity Employer Statement
PACE Academy is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other protected status under federal or state law.

How to Apply
Interested candidates should submit a resume and cover letter to the PACE Academy online www.choosepace.org

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