



FRONT OFFICE STAFF JOB ALIKE

CLASS DESCRIPTION

This professional learning session is designed to enhance the skills and effectiveness of front office staff, who serve as the first point of contact and the backbone of daily school operations. Participants will focus on key areas essential to creating a welcoming, safe, and efficient school environment including collaboration, customer service excellence, school safety, and handling difficult situations with confidence. This training will empower front office staff with the skills and confidence to contribute to a positive and productive school culture.



CLASS DETAIL



November 3, 2026

Registration Deadline: 10/27/26



9:00 AM - 12:00 PM



\$20 in-region

\$35 out of region

REGISTRATION IS REQUIRED

[Register Here!](#)

TARGET AUDIENCE

**Front Office
Staff**



770-229-3247



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