

TITLE: High School Receptionist

QUALIFICATIONS:

1. High school graduate or equivalent.
2. Demonstrate typing and word processing skills on district test battery.
3. Knowledge of basic office procedures and the operation of office equipment and machines.
4. Such alternatives to the above qualifications as are determined to be appropriate and acceptable.

REPORTS TO: Building Principal

JOB GOAL: To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education can be realized.

ESSENTIAL FUNCTIONS:

1. Greet all visitors that report to the office.
2. Answer telephone as early as deemed necessary by the principal in reference to daily school business, teacher messages, and emergency student messages, etc.
3. Answer the intercom and assist as needed.
4. Train and supervise student aides in office procedure.
5. Keep track of student aide attendance and assign make up time.
6. Inform new student who are enrolling of all enrollment procedures such as assigning lockers, bus information, etc.
7. Maintain alpha student lists, home and work numbers on the rolodex file.
8. Assist with mail distribution
9. Maintain books for teacher schedules with information on plan period, etc.
10. Maintain a schedule for booking the east conference room.
11. Maintain office bulletin board with the events of the day.
12. Assist office staff updating transcripts, and preparation of home mailings.
13. Coordinate student homework assignment sheets between teacher and parent.
14. Computer Responsibilities: Work with Basic Student Information and assist other secretaries with overload at various times of the year.

PHYSICAL REQUIREMENTS:

1. Talking: Expressing or exchanging ideas by means of the spoken word.
2. Hearing: Ability to receive detailed information through oral communication.
3. Repetitive motions: Substantial movements (motions) of the wrists, hands, and/or fingers.
4. Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Work involves sitting most of the time.
- 5 Work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal reading, operation of machines at distances close to the eyes.
6. The worker is not substantially exposed to adverse environmental conditions.

TERM OF EMPLOYMENT: 10.5 months

SALARY RANGE: CLASSIFICATION LEVEL C

EVALUATION: Performance of this job will be evaluated annually by the Building Principal.

BOE Approved: June 7, 1999