

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Early Childhood Receptionist/Secretary
Pay Table:	Support
Pay Grade:	5
FLSA Status:	Non-exempt
Job Code:	509
Reports to:	Office Manager, Head Start

JOB SUMMARY

Under the direction of the office manager, the receptionist/secretary answers telephone and greets and provides information/directions to visitors. Provides secretarial/clerical support for department as time permits, including the ordering, processing and distribution of departmental supplies and the registration of students.

ESSENTIAL JOB FUNCTIONS

- Greets and provides information/assistance to Family Enrichment Center visitors. Answers questions, gives directions, refers to offices, and hands out schedules and other printed materials as requested.
- Answers and directs telephone calls, takes messages. Answers questions, provides information, and transfers calls.
- Schedules building.
- Receives and processes mail, distributing mail and printed material to building offices and occupants. Receives packages, certified mail and delivered materials. Prepares bulk mailings.
- Copies, collates and distributes departmental materials to schools.
- Receives, processes and tracks warehouse and vendor purchase orders for Early Childhood Department.
- Receives expenditure requests, prepares requisitions and submits online to Purchasing Department.
- Registers students for Early Childhood classes or programs.
- Checks class/program availability, provides program information to parents, registers students.
- Collects tuition and other fees from students and prepares receipts. Transfers receipted funds to financial secretary.
- Assists with in-kind data entry of Head Start volunteer report information.
- Types/prepares correspondence for supervisors.
- Assists Parent Information Resource Center (PIRC) coordinator with receipt and checkout of teacher resource kits and other resource library materials.

- Assists Special Education with student intakes, including the sending of questionnaires to parents.
- Assists Center secretaries as required and as time permits.

MINIMUM REQUIREMENTS

- High school graduation or equivalent education and/or experience.
- Six (6) months of related experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write and perform basic mathematical calculations.
- Ability to communicate effectively.
- Excellent public relation skills.
- Excellent telephone skills.
- Ability to use computers.
- Ability to prepare purchase orders.
- Ability to manage inventory/property.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: feeling, fingering, grasping, handling, hearing, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a relatively safe, secure, and stable work environment.

The Davis School District has the right to revise this position description at any time.