

**LAMPETER-STRASBURG HIGH SCHOOL**  
Lampeter, Pennsylvania 17537

**POSITION PROFILE - HIGH SCHOOL RECEPTIONIST - 9 MONTH**

QUALIFICATIONS

Possession of a high school diploma or its equivalent.

Minimum of three years secretarial experience.

SKILL PREPARATION

Experiential knowledge of office procedures and practices.

Ability to operate a computer and related software with competence.

Ability to exhibit competence in typing with considerable accuracy.

Experience in use of technologically advanced telephone systems.

Ability to multi-task and work as a team member while maintaining excellent interpersonal skills.

DUTIES AND RESPONSIBILITIES

Be directly responsible to the High School Principal for the completion of all appropriately assigned duties.

Handle information with professionalism, discretion, and confidentiality.

Serve as receptionist for all persons entering the high school, greeting the public in a positive and friendly manner and acting as a goodwill representative.

Receive and expedite any telephone calls in a professional and positive manner.

Maintain a computer calendar and assist with filing.

Handle AESOP issues, securing substitutes/coverage as needed.

Prepare time sheets for teachers and substitutes.

Complete parking passes, and maintain a database for parking permits/applications.

Complete a weekly honors report and a weekly positive referral report.

Set up Truency Elimination Plan (TEP) conferences for the assistant principals.

EVALUATION

Evaluation will be conducted annually by the High School Principal in the areas of skill preparation, job performance, and interpersonal skills.

**Approved by Board of School Directors 02/07/11**