

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

**POSITION PROFILE – MIDDLE SCHOOL RECEPTIONIST**

QUALIFICATIONS

Possession of a high school diploma or its equivalent.

Secretarial experience preferred.

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.

DUTIES AND RESPONSIBILITIES

Be directly responsible to the Middle 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 middle school, greeting the public in a positive and friendly manner.

Receive and expedite any phone calls directed to the middle school in a professional and positive manner.

Verify office security at the end of each day.

Create and distribute the daily bulletin.

Responsible for daily attendance calls for absent students, daily check in/check out of students, tracking illegal and excessive absences, tardies, maintenance of excuse card files, etc.

Responsible for appropriate system data entry and correction of daily attendance and completion of year-end state attendance reports.

Prepare and distribute attendance letters and trip approval letters as assigned.

Responsible for annual preparation of the PhoneMaster and updating as needed.

Sort and distribute all middle school mail.

Responsible to work in coordination with the Secretary to the Middle School Principal/Assistant Principal and the Guidance Secretary for the accurate and timely completion of all tasks.

Discharge all other assignments properly delegated by the Middle School Principal and Assistant Principal.

## EVALUATION

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

**Approved by Board of School Directors 05/29/07**