Job Title:	Front Office Secretary	Non-Exempt
Reports to:	Principal	
Dept./School:	Assigned Campus	

Primary Purpose:

Under direct supervision provide reception and clerical assistance for the efficient operation of the campus office.

Qualifications:

Education/Certification:
High school diploma or GED

Special Knowledge/Skills:
Proficient keyboarding skills
Effective organization, communication, and interpersonal skills
Ability to follow written instructions
Ability to operate multi-line phone system

Experience:
One year clerical experience in office setting

Major Responsibilities and Duties:

Reception and Phones

1. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
2. Greet and direct campus visitors.
3. Assist parents in checking students in and out of school.
4. Receive, sort, and distribute mail, messages, documents, and other deliveries.
5. Assist with the receipt and distribution of student materials, including homework requests.
6. Maintain visitor log and issue visitor passes.

Other

7. Assist with preparation of materials for mailing, including preparing labels, stuffing envelopes, etc.

8. Maintain computerized files using personal computer, including reports, employee roster, and mailing lists.

9. Assist with the scheduling of teacher conferences.

10. Provide clerical assistance as needed.

11. Maintain confidentiality.

Supervisory Responsibilities:

None.

Equipment Used:

Multi-line phone system and personal computer.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress; work with frequent interruptions. Continuous sitting.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature: _____ **Date:** _____