

**SCHOOL RECEPTIONIST / SECRETARY**

**QUALIFICATIONS:**

- 1) High School Diploma or equivalent with administrative secretarial experience.
- 2) Two (2) years clerical and computer use experience.
- 3) Computer proficiency.
- 4) Ability to maintain courteous manners with employees, community, and vendors.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to perform highly responsible secretarial duties. Broad knowledge of the organization, operation, program, and goals of the departments. Working knowledge of basic office procedures and the operation of office machines and equipment. Considerable knowledge of office practices, grammar, spelling and business correspondence and accounting. Ability to utilize computer for word processing and other specific programs. Ability to keep records and reference files, to assemble and organize data and to prepare composite reports from such data. Ability to promote a harmonious atmosphere and smooth flow of business. Ability to maintain confidentiality and to establish and maintain positive working relationships with others.

**REPORTS TO: PRINCIPAL/ASSISTANT PRINCIPAL**

**JOB GOAL**

To perform a variety of secretarial, clerical, and delegated administrative duties requiring considerable knowledge of the responsibilities and jurisdiction of the assigned departments.

**SUPERVISES: NA**

**PERFORMANCE RESPONSIBILITIES:**

- 1) Receive and route incoming calls and forward messages to teachers, students, and other staff as required.
- 2) Monitor and sign-in all incoming visitors and parents.
- 3) Serve as office receptionist.
- 4) Manage student traffic, monitoring students for tardiness and making appropriate referrals.
- 5) Produce copies for teachers and guidance department as needed.
- 6) Send and receive faxes as needed.
- 7) Put incoming mail in boxes.

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- 8) Monitor school property inventory.
- 9) Receive and process bus notes for students when approved by the transportation department.
- 10) Assist with work orders as needed.
- 11) Assist with purchase orders as needed.
- 12) Responsible for the sale and accounting from the sale of school uniform shirts.
- 13) Perform clerical tasks involving typing, duplicating, and assembling material, and bookkeeping task as needed.
- 14) Perform other duties as assigned by Supervisor and/or Superintendent.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT: (12 Month Personnel)**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

I have read and discussed with my administrator the above job description. I am aware of the professional development opportunities available to meet these expectations.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

May 24, 2023  
FCSB Approval Date