

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Receptionist / Substitute Technician
Reports To: Director of Human Resources

SUMMARY

The Receptionist/Substitute Technician serves as the first point of contact at the District's Administrative Center for staff and visitors, fielding inquiries and directing patrons appropriately; provides assistance to the efficient operation of the Human Resources Department; and manages the substitute program for the District.

QUALIFICATIONS/REQUIREMENTS

- High school diploma or its equivalent.
- Strong computer skills including word processing, spreadsheets, etc.
- Ability to learn new systems and software.
- Strong communication, interpersonal, and organizational skills.
- Ability to safeguard confidential information.
- Exceptional ability to work well with others, follow written and oral directions.
- Ability to multi-task and produce accurate results with frequent interruptions.
- Ability to evaluate a situation and act appropriately.
- Must be self-directed, highly motivated, and able to work independently with minimum supervision.

ESSENTIAL JOB DUTIES

- Greets all visitors and callers to the Wentzville R-IV Administrative Offices courteously and directs them to the appropriate office personnel.
- Handles requests for general information, complaints, and inquiries regarding District policies and procedures.
- Serves as the operator of the substitute software system.
- Provides training, as needed, to District employees on proper use of the substitute program.
- Communicates daily with building secretaries and principals regarding substitution and assists in securing substitutes for appropriate certified and support positions.
- Keeps substitute files up-to-date with regards to paperwork, background checks, substitute certification and all other required documents.
- Prepares, reconciles, and exports substitute files to Payroll Office on a regular basis to ensure proper payment and leave transactions of employees.
- Assists the HR Specialist with planning and scheduling of orientation for new substitute employees.
- Prepares handouts, training materials, fliers, etc. as it relates to substitute employment.
- Maintains an attractive and comfortable reception area.

ESSENTIAL JOB DUTIES (cont'd)

- Reports immediately to management level personnel the presence of any visitor who bypasses the reception desk or any suspicious or unusual behavior on the part of any visitor to the building.
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- Processes employee demographic changes.
- Issues student work permits.
- Accepts and signs for deliveries to the administrative office
- Sorts mail for distribution in the Administrative Center.
- Assists applicants in lobby with online employment application.
- Alphabetize information as requested for filing purposes.
- Assists the Human Resources Department as needed/requested.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the Director of Human Resources.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District Policy.

EVALUATION

Performance in this job will be evaluated annually in accordance with District Policy on evaluation of support staff.