



**ADMINISTRATIVE ASSISTANT FOR
PUBLIC INFORMATION, REGISTRATION, AND RECEPTION
JOB DESCRIPTION**

JOB INFORMATION

TITLE: Administrative Assistant for Public Information, Registration, and Reception

EMPLOYEE GROUP: Classified **ADDITIONAL JOB CODES:** 520
SHIFT: 232 days at 7.75 hours/day M-F

TERM OF EMPLOYMENT: Per Classified Compensation Plan
HOLIDAYS: As Per School Calendar
LOCATION(S): District Administration Offices
RATE OF COMPENSATION: Per Classified Compensation Plan
FSLA: Exempt Non-Exempt
Last Edited On: 05/10/2024 **Board Approval Date:**

ORGANIZATION

DEPARTMENT: Administration **REPORTS TO:** Assistant Superintendent

JOB SUMMARY & QUALIFICATIONS

The Administrative Assistant for Public Information, Registration and Reception duties include proactively communicating the District's brand through multiple media. This includes, but is not limited to managing and publishing the District calendar, expansion and operation of the District's social media presence and working with the administration to manage the public information operations. In addition, this position serves as the District Receptionist and serves as the District Registrar.

QUALIFICATIONS

The Administrative Assistant for Public Information, Registration, and Reception shall:

- a. Possess a high school diploma;
- b. Have high school and/or supplemental training in typing, basic accounting procedures, and a thorough knowledge of general office operational procedures;
- c. Preferably possess a minimum of one (1) year of successful administrative clerical experience in a business or educationally related area; and
- d. Demonstrate proficiency in the use of commercial office productivity software.

ESSENTIAL FUNCTIONS

SCOPE OF RESPONSIBILITIES

- a. Public Information
- b. Receptionist and General Office Support Duties
- c. Mail and Packages
- d. Student Registration

PUBLIC INFORMATION RESPONSIBILITIES

- a. Manage the District social media presence. Coordinate with the technology department to design, maintain and integrate the District's website and social media accounts;
- b. Collect events and contacts to publish and maintain an accurate calendar of events for the District;
- c. Develop, coordinate and manage the District's public information campaign by proactively communicating key information for the District and each school building;
- d. Coordinate appropriate messaging to families in the event of emergencies, weather related schedule modifications, or as otherwise deemed appropriate; and
- e. Engage and interact with local media outlets to ensure the dissemination of accurate information on the District's behalf.

RECEPTIONIST AND GENERAL OFFICE SUPPORT DUTIES

- a. Greet and assist visitors and callers to the District Office by presenting a professional, positive image of the District in person and on the telephone;
- b. Work to efficiently and professionally determine visitor and caller needs and provide general information as needed or direct to appropriate personnel, offices, or departments, within the District locations;
- c. Notify District Office staff of visitors;
- d. Assist with general office procedures such as filing and organizations tasks;
- e. Assist with the distribution of District-wide calendars and flyers as needed. Tasks may include obtaining administration approval and posting to the district website when appropriate;
- f. Receive, maintain training, and commission to serve as a Notary for the District;
- g. Understand and be proficient in the use of designated transportation software; and
- h. Prepare or assist with the preparation of state reports as requested by administration.

MAIL AND PACKAGES

- a. Receive, sort, and distribute incoming mail and package deliveries to the District Office;
- b. Prepare and process outgoing mail and packages for distribution as needed; and
- c. Maintain postage meter, supplies and records.

STUDENT REGISTRATION

- a. Oversee the student enrollment process;
- b. Oversee the collection and distribution of forms to process Student Demographic and Transportation changes;
- c. Oversee Early Intervention and Kindergarten pre-registration and registration processes;
- d. Assist with the collection of student documentation for the Special Education Department including English Language learners;
- e. Assist with the collection and distribution of student documentation for Home School Program; and
- f. Assist Home School Visitor and Counseling Department with community reach related programs and documentation as needed.

MISCELLANEOUS RESPONSIBILITIES

The Administrative Assistant for Public Information, Registration, and Reception shall also:

- a. Assist other secretaries under unusual circumstances of exceptional workload requirements with the prior approval of the responsible administrator;
- b. Engage in professional learning as necessary to effectively perform all responsibilities of the position; and
- c. Perform other duties as directed by District Administration.

WORK ENVIRONMENT

- a. Office, Schools, meeting and conference areas. Work indoors and outdoors; visit classrooms and area employers; and
- b. Position is in well-lighted and well-ventilated school buildings.

ATTENDANCE

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

- a. Frequent travel to school district buildings;
- b. Frequent walking throughout various areas;
- c. Often sitting at a desk for extended periods;
- d. Standing for limited periods of time;
- e. Frequent bending, stopping, twisting, reaching, grasping, sitting and typing;
- f. Moderate moving from 15 to 50 pounds;
- g. Some carrying – up to 50 pounds;
- h. Manual dexterity to use office equipment; and
- i. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

- a. Visual acuity to read correspondence and a computer screen;
- b. Auditory acuity to be able to use telephones; and
- c. Ability to speak clearly and distinctly.

TEMPERAMENT

- a. Must appropriately handle confidential information as required by State and Federal regulations;
- b. Must be courteous and able to deal effectively with people;
- c. Must be able to work as a member of a team;
- d. Must be able to cooperative, congenial and service-oriented; and
- e. Ability to work in an environment with frequent interruptions.

COGNITIVE ABILITY

- a. Ability to follow written and verbal directions and give direction to others;
- b. Ability to complete tasks with minimal supervision;
- c. Ability to read, write and do complex computations;
- d. Ability to use correct grammar, sentence structure and spelling;
- e. Ability to organize setting to efficiently accomplish tasks;

- f. Ability to work independently and make work-related decisions;
- g. Ability to exercise good judgment in prioritizing tasks; and
- h. Ability to communicate effectively.

LICENSE

- a. Valid Driver's License

COMMENTS

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
- c. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.