Job Description **5.20**
MOORE PUBLIC SCHOOLS

Job Title: **Receptionist/Clerk High School**

Qualifications:
Credentials: None
Educations: High School diploma/GED

Training or Experience Required: 1-2 years of clerical experience handling switchboard/ receptionist work.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as charts, diagrams, maps or instruction material.

Business Machines: Is computer literate and able to effectively utilize word processing, spreadsheet, graphics and common educational software packages. Is able to operate common office machines such as copiers, faxes, computers, calculators and multi-line telephone consoles. In addition, uses more complicated software programs consisting of word processing, spreadsheets and online websites.

Typing Skills: Proficient skills in typing/word processing

Site: **Various Schools**
Reports to: **Principal or Assistant Principal**

Job Goal (Purpose of Position): Performs semi-skilled level switchboard/receptionist/clerical duties under limited supervision to assist the Principal and Assistant Principal in the efficient functioning of the school. Works with parents, children, faculty, and other schools and departments. Is responsible for assisting with clerical tasks.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. The incumbent is expected to try and resolve parental complaints but if not able to do so, will refer the caller to the principal.

Other Performance Measures:
Successful performance of the job requires excellent customer service/people skills to resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce accident, injury or further illness to self or others. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions:
1. Handles all telephonic communication that comes into the school and directs the call to the proper parties. Must be able to know how to direct calls and answer routine information.

2. Handles walk in traffic from parents, patrons, and others seeking information about school, students, etc. Must be able to direct them where to go or to find teachers and students.

3. Handles inter school mail and outgoing/incoming mail. Handles UPS mail. Handles bulk mailing.

4. Notifies students of messages.

5. Makes copies.

6. Supervises/oversees work of student assistants. Handles P.A. system and paging of teachers and students. Prepares information to send out over P.A. system.

7. Assists Attendance Secretary and backs up other clerical staff as needed. Assists with attendance.

8. Performs other duties as assigned.

Supervision exercised: Supervises student assistants.

Physical/Mental Requirements and Working Conditions:
Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the radio and telephone; must be able to handle large quantities of mail/bulk mail/U.P.S. shipments, etc. Must be able to handle a high volume position.

TERMS OF EMPLOYMENT:	190 days per year
SALARY:	Category C
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 8/9/1993
Revised 11/27/2000
Revised 2024-25 Negotiated Contract