LAKE STEVENS SCHOOL DISTRICT NO. 4
Lake Stevens, Washington 98258

JOB DESCRIPTION

POSITION: Mid High School and High School Receptionist and General Office Support

REPORTS TO: Building Principals

DIRECTS:

SUMMARY: Under the direction of the Building Principal and Head Office Professional, assist with the day-to-day operation of the high school main office by providing reception and clerical support. Perform all duties as requested in professional and confidential manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned.*

- Receive and route incoming phone calls in a warm and professional manner
- Greet visitors, staff and students coming into the office
- Refer questions regarding district operations to appropriate staff for response
- Use appropriate computer software in the completion of assigned tasks
- Prepare items such as newsletters, process reports, and report cards for mailings, emails
- Provide constant front entry to school supervision
- Provide general secretarial support in areas such as typing, filing, organizing and maintaining inventory as needed
- Enter data into computerized student record system
- Sort and distribute incoming US Postal Service and building mail when requested
- Provide copy support as needed
- Provide health room support as needed
- Supervise students in the office as needed
- Observe strict confidentiality regarding student and personnel information
- Serve as building's volunteer coordinator as needed
- Know and follow district policies and procedures
- Keep building administration informed of all issues
- Work with other district personnel as required in the performance of duties and organizational needs
- Remain flexible and team-oriented and positive working environment
- Promote and practice professional growth and development
- Perform other duties as may be deemed necessary for the efficient operation of the school and/or department

QUALIFICATION REQUIREMENTS *The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION and/or EXPERIENCE

Required:

- Minimum requirement is High School Diploma or equivalent

Desired:

- Office experience, preferably in an educational setting

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid Washington State driver's license
2. First Aid/CPR card – willingness to obtain and maintain

LANGUAGE SKILLS

Ability to speak or otherwise communicate effectively in the English Language. Ability to read, comprehend, and interpret documents, schedules and procedure manuals in English as determined by an assessment. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to apply concepts of basic mathematics.

REASONING ABILITY

Ability to independently solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER QUALIFICATIONS, SKILLS AND ABILITIES

* Skill in communicating with staff, parents, and students in a positive manner
* Ability to perform basic secretarial skills to ensure work is done in an efficient and timely manner (typing, filing, data entry and use of basic office equipment)
    - √ Keyboarding, 50 wpm desired
    - √ Ability to use correct grammar and punctuation
    - √ Ability to use a variety of office machines
* Ability to use Microsoft Excel, Word, Google docs and the Internet
* Knowledge of, or willingness to learn, computerized student record software
* Effective oral, written and interpersonal communication skills
* Organizational skills
* Ability to independently prioritize and process work flow when needed
* Ability to work under pressure with constant interruptions, and meet deadlines
* Ability to learn new skills and adapt to a variety of working situations
* Ability to handle confidential matters professionally
* Abilities in self-direction and sound judgment
* Demonstrated abilities to be a good team player

PHYSICAL DEMANDS: *The physical demands 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.*

While performing the duties of this job, the employee is regularly required to sit, and frequently required to walk or stand; lift and carry objects weighing up to 30 pounds a distance of 50 feet; perform repeated pushing and pulling movements; reach with hands and arms; and use the hands to handle, finger, or feel objects, tools, or controls. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT:

There are no unusual environmental conditions. Most activities are performed indoors in an office setting. Typically, the noise level in the work environment is moderate.

PRIMARY WORKING RELATIONS:

- Building Principals
- Building Office Professionals
- Parents and Students
- General Building Staff

EVALUATION: Evaluated annually by Building Principal

TERMS OF EMPLOYMENT:

Hours: Up to 8 hours per day / 180 days per fiscal year
Salary: Per PSE Office Professionals CBA – Group I
Benefits: Per PSE Office Professionals CBA, board policy and procedures

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