

School Receptionist/Secretary

Job Description

Reports to: **Principal**

Purpose: To ensure the efficient operation of the school office and to contribute to effective school-public relations by courteously responding to the needs of visitors, parents, staff, and students.

Nature of Position:

An employee in this position will perform several duties to provide clerical assistance to the school and to maintain positive school/public relations.

The employee must occasionally lift and/or move heavy objects up to and including 50 pounds. Some out-of-county travel may occur when participating in regional and/or state level meetings and staff development activities.

The employee must consistently use his/her hands for typing/keyboarding, filing, etc. He/she must be able to sit for extended periods of time without fatigue or discomfort. The employee works in primarily an air-conditioned environment with a moderate noise level.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the position. To perform this job satisfactorily, the employee must be able to effectively perform each essential duty and responsibility.

Performance Responsibilities and Duties:

The employee performs the following types of support services, in addition to other duties as assigned by the principal.

Public Relations:

- Greet visitors, determine their needs, and direct them to the proper person.
- Answer telephone and respond appropriately to requests for information.
- Be knowledgeable of school events and operations.
- Assist parents with student dismissal.

Office Management Services:

- Demonstrate ability to learn and efficiently utilize PowerSchool to retrieve student information, enter discipline data, etc.
- Maintain an attractive and clean reception area.
- Prepare and send correspondence for the Principal and Asst. Principal.

- Compile data from several sources.
- Compose brief, routine written material.
- Prepare meeting agendas.
- Receive, store and issue supplies and equipment. Perform other duties as assigned.

Equipment and Inventory Management:

- Operate computer and other office machines for routine and repetitive records.

Professional Practices:

- Attend and participate in workshops and seminars to improve job performance, when required.
- Attend staff meetings as required.

Classification: Non-exempt (FLSA)

Office hours are 8:00 am to 4:00 pm (30 minutes for lunch)

Employment Terms: 10 months

Salary: NC Salary Schedule for Office Support Level II

Performance

Evaluations: Performance to be evaluated annually by the Principal.

Minimum Qualifications:

Education:

- High School Diploma required, Associate's Degree preferred

Experience:

- Previous Public School Secretary experience desired
- A minimum of two years of previous work experience as a secretary or bookkeeper

Performance Responsibilities, Abilities, and Skills:

- Previous computerized database management experience desired
- Must possess basic computer operation skills
- Must possess basic word-processing application program skills
- Operational skills of common office machines
- Effective oral and written communication skills
- Basic mathematical computation skills
- Demonstrate public relation skills
- Demonstrated ability to establish and maintain effective work relationships with students, parents and other staff members.
- Ability to stand 30% of the time without fatigue or discomfort
- Ability to walk 50% of the time without fatigue or discomfort

- Ability to sit 30% of the time without fatigue or discomfort
- Ability to lift up to 70 pounds
- Ability to carry up to 15 pounds
- Ability to push up to 70 pounds
- Ability to pull up to 70 pounds
- Ability to hear, see and speak
- Ability to work in air conditioned buildings under florescent lighting.