
TITLE: Receptionist/Secretary

QUALIFICATIONS:

1. High school graduate or equivalent
2. Ability to communicate effectively with the public
3. Knowledge of computers, ability to organize and plan work efficiently
4. Secretarial experience preferred

REPORTS TO: Superintendent

JOB GOAL: To contribute to effective central office relations by prompt and courteous handling of all inquiries and visitors.

JOB DUTIES:

1. Welcome, assist or refer visitors in a helpful, courteous, and professional manner to the appropriate office or individual.
2. Answer, take messages, transfer and directs inquiries to the appropriate individuals.
3. Sort mail and distribute to the appropriate department.
4. Perform a variety of secretarial/clerical duties to support supervisory and administrative personnel in handling daily activities.
5. Perform office routines and practices as assigned.
6. Arrange conferences and/or appointments for administrators.
7. Make routine decisions and work in a responsible and independent manner under general supervision.
8. Operate standard office equipment to include equipment developed or advance from future technology as required by assignments.
9. Follow attendance, punctuality and proper dress rules.
10. Keep supervisor informed of potential problems or unusual events.
11. Exhibit interpersonal skills to work as an effective team member.
12. Maintain confidentiality regarding school/workplace matters.
13. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
14. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
15. Perform other duties as may be assigned.

