

Clerical Office Assistant/Front Desk Job Description

Salary: Pay Grade 55

FLSA status: Nonexempt

Reports To: Principal

Supervises: N/A

Job Summary: Front Desk Receptionist, answers and directs telephone calls, greets visitors, and provides information to parents, staff, and the public. Performs work including but not limited to, utilizing the PowerSchool software program; working with the Information Specialist on reporting and data maintenance; handling certain paperwork functions; performing secretarial and office-related tasks; processing and scanning documents; assisting with the induction of new students and staff; and other duties assigned by the principal.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- experience in a public-school setting preferred.
- High school diploma or equivalent.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Answers and directs telephone calls, respond to inquiries and direct and/or transfer the caller to the appropriate person, take and relay messages accurately
- Greet visitors and provide direction to appropriate school contact. Provide information to parents, staff, and the public.
- Prepares correspondence, memoranda, bulletins, data tabulations and required district forms efficiently and accurately
- Assist with the induction of new students and staff.
- Assist with school-based announcements.
- Register new students by verifying residency, eligibility, credit level status, immunization, etc., and send information to Information Specialist for enrollment
- Manage student record system by receiving and sending records, maintaining student files, and generating reports
- Review and interpret student information including graduation standards, transcripts, etc.
- Prepare a variety of documents and reports including transfer requests, transcripts, grading, and correspondence

- ☐ Preparation of transcripts and preparing cumulative folders for EOY scanning
- ☐ Collaborate with the district enrollment office to assist with enrolling students
- ☐ Performs clerical tasks, such as printing academic transcripts for students
- ☐ Keeps student information confidential and secure
- ☐ Completes graduation list and orders diplomas
- ☐ Maintain proper records as required by the State and school district
- ☐ Practice ethical and professional standards of conduct, including the requirements of confidentiality regarding student and personnel information
- ☐ Demonstrate professionalism through punctuality and have consistent, reliable attendance
- ☐ Comply with all district policies and procedures
- ☐ Listen attentively to both verbal and non-verbal messages (including but not limited to tone and body language) from our employees, and guests to fully understand their needs.
- ☐ Maintain a clean, neat, and professional workstation and office.
- ☐ Maintain a professional appearance.
- ☐ Abide by the policies of BCS
- ☐ Perform other duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES:

- ☐ Knowledge of English grammar, spelling and punctuation.
- ☐ Knowledge of organizational policies, procedures, and protocols.
- ☐ Knowledge of common safety hazards and universal precautions to establish a safe work environment.
- ☐ Knowledge of computer systems and applications.
- ☐ Ability to communicate effectively; oral and written
- ☐ Ability to reason, make judgment and maintain working relationships with others in exercising discretion action in the performance of assigned work.
- ☐ Maintain accurate student records.
- ☐ Utilization of positive human relation skills with all staff, parents and students in fulfilling requests for assistance as appropriate.
- ☐ Maintains confidentiality in matters relating to the school.
- ☐ Uses general office machines such as copiers, calculators, computers, etc.
- ☐ Ability to maintain confidentiality regarding sensitive issues.

PHYSICAL REQUIREMENTS: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Duties performed typically in a school office setting.

- Walking, standing, stooping, lifting, exerting up to approximately 20 pounds of force occasionally; other physical activities may be required.
- Prolonged periods of sitting at a desk.