



## DOWNINGTOWN AREA SCHOOL DISTRICT POSITION DESCRIPTION

**TITLE:** Receptionist/Clerical – High School

**DATE:** January 2015

**DEPARTMENT/GROUP:** Teamsters – 10 month

**LOCATION:** High School

**REPORTS TO:** Principal

**FLSA:** Non-exempt

**JOB SUMMARY:** To greet and assist students, faculty, employees, and visitors in the main office and to assist in the efficient operation of the office.

**ESSENTIAL FUNCTIONS:** *Employee must have the ability to perform the following essential functions on a timely basis with or without reasonable accommodations.*

1. Provides assistance to parents, students, and teachers at the reception desk in the main office.
2. Answers telephone and forwards calls to proper extension or takes messages.
3. Calls students from class as requested by administrators.
4. Sorts and distributes all mail and communications.
5. Provides clerical assistance to the office staff as requested by administrators.
6. Assists guidance administrative assistant with homework requests.
7. Maintains and files hard copies of student schedules.
8. Manages substitute teacher process: prints sign-in sheets, prepares folders for daily substitutes, prints class roster for attendance, maintains and updates substitute folders, verifies attendance of all scheduled substitutes, interfaces with the Substitute Teacher Service.
9. Monitors timesheets and submits to Payroll.
10. Provides locker assignments to all students.

*This position description does not express or imply that these are the only duties to be performed by the incumbent(s) in this position. Employee(s) will be required to complete other job-related duties requested by the supervisor.*

**ADDITIONAL FUNCTIONS:** *In addition to the foregoing essential job functions, the employee is required to perform the following additional duties, unless such a duty cannot be performed with or without reasonable accommodation.*

1. Other duties as may be assigned.

**QUALIFICATIONS:** *To successfully perform this position, a person must be able to perform each primary duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skills and/or ability necessary.*

1. High school diploma
2. Good communication and interpersonal skills.
3. Good clerical and computer skills.
4. Ability to operate multi-user telephone system.
5. Ability to work independently and have good organizational skills.
6. Ability to operate standard office machines.
7. Proficiency in the use of technology for individual and system management, communication, and research.
8. Must successfully complete and maintain compliance with all federal and state background and criminal record check requirements.
9. Candidate must adhere to all local, state, federal, and school code requirements for employment.

**PHYSICAL REQUIREMENTS:** *The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- A. While performing the duties of this job, the employee is required to maintain a stationary position and move about to access file cabinets, office equipment, etc.
- B. The employee is frequently required to communicate to provide accurate information to others and to obtain and follow directions.
- C. The position requires the employee to frequently operate a computer and other office equipment such as a copy machine, fax, and printer.
- D. Ability to lift and/or exert up to 20 lbs. of force occasionally to move objects.
- E. This job requires the ability to observe, inspect, identify, and determine accuracy of written documentation and fine details.

- F. The noise level in the work environment is usually quiet to loud.
- G. During busy time the position may be demanding and require changes to scheduled duties or priorities.
- H. The employee is constantly required to interact with the public and other staff.
- I. The employee is constantly required to demonstrate good judgment and safety.
- J. Ability to make decisions in accordance with established procedures and policies.

**NOTICES:**

1. Performances of this position will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Personnel.
2. The School District retains the right to change this job description at any time for any reason, with or without advance notice.
3. The School District retains the right to assign such additional duties as may be necessary for the efficient or effective operation of the School District.
4. The School District retains the right to change the qualifications for the job.
5. The School District retains the right to waive the necessity for any applicant or employee to have all required qualifications.

I have read and understand the expectations contained in this position description.

Position Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

A copy of this form may be obtained in the Human Resources Department.  
The Downingtown Area School District is an equal opportunity employment, educational, and service organization.