

Dubuque Community School District

Job Description

POSITION TITLE: Main Office Secretary/Receptionist

GENERAL CHARACTERISTICS:

Recruited By:	Director of Human Resources
Recommended for Appointed By:	Director of Human Resources/Principal

WORKING RELATIONSHIPS:

Type of Authority:	Staff
Reports to:	Work under direct supervision of administration

QUALIFICATIONS:

- Must be 18 years of age or older and a high school graduate, or equivalent
- Excellent interpersonal, organization, written and oral communication skills
- Excellent computer technology skills
- Knowledgeable and/or experience working with high school students
- Works effectively as part of a team
- Maintains confidentiality
- Remains calm in stressful situations
- Problem solves effectively

POSITION RESPONSIBILITIES

ASSIGNED DUTIES:

- Does work assignments accurately, neatly, and promptly systematically budgeting time
- Uses appropriate technology resources, demonstrating a willingness to learn
- Accepts new job duties or changes, requiring few explanations or reminders before carrying out tasks
- Asks questions, reads appropriate manuals, etc. and generally takes advantage of the opportunities to learn more about procedures and background
- Shows initiative in assuming additional work when the situation demands it
- Requires a minimum amount of supervision
- Uses work time efficiently and appropriately, being regular in attendance and punctual at all times
- Uses the DCSD Infinite Campus database and Microsoft Suite including Excel, Word and Power Point
- Responsible for checking visitors in and out through Raptor system
- Provides clerical support for Assistant Principal/Registrar
- Provides clerical support when assigned as needed
- Processes incoming and outgoing phone calls
- Organize building phone list and troubleshoot phone issues
- Greets and assists students, teachers, visitors in the Main Office
- Handles all US mail incoming and outgoing including district mail
- Types and distributes daily announcements and produces power point presentation on TV monitors
- Assists and serves as backup for Principal's Secretary
- Coordinates graduation activities
- Sets up and organizes Parent/Teacher/Student Conferences
- Collect and report conference data
- Schedules conference room usage
- Reserves rooms for district PD
- Organizes Open House
- Does other requirements for day-to-day operation of the school
- Performs all usual office routines
- Helps with program for August welcome days
- Follows routines and building policies/rules
- Performs other related duties as directed by administration and/or certified staff

COMMUNICATION & INTERACTIONS WITH OTHERS:

- Remains calm in stressful situations
- Is flexible in problem-solving situations appropriately
- Works effectively as part of a team in achieving common goals. Is agreeable, tactful and cooperative with staff, students, parents and community members
- Accepts constructive suggestions and attempts to put the suggestions into operation at work or in attitude toward assigned tasks

- Presents ideas clearly, logically and effectively, being polite and business-like in person or over the telephone
- Exhibits cleanliness and neatness in appearance and dress
- Demonstrates genuine caring, positive and respect for others
- Makes a particular effort to challenge negative attitudes and helps ensure that all students and staff are honored and respected in the school environment
- Communicates effectively and provides support for parent, community, students and staff
- Maintains a positive relationship and collaborates with community, staff, parents, and students
- Maintains confidentiality in and outside the school environment