



Dr. David Clendening
Superintendent

Dr. Brooke Worland
Assistant Superintendent

Mr. Steve Ahaus
Chief Financial Officer

Mr. Benji Betts
Executive Director of Operations

Mr. Doug Kirby
Executive Director of Technology

Vacancy Notice

Applicants must apply online at www.franklinschools.org

POSITION: Corporation Receptionist

LOCATION: Administration Building

NUMBER OF DAYS PER YEAR: 260 days per year (this is a year-round position)

NUMBER OF HOURS PER DAY: 8 hours per day (7:30 am - 4:00 pm; ½ hour unpaid lunch)

DUTIES: See attached

REQUIREMENTS: See attached

BENEFITS: Available on the 1st day of the month following 60 days of employment

SALARY: Based on experience - starting at \$18.25/hour

POSITION BEGINS: Immediately

APPLICATION DEADLINE: Open until filled

CONTACT: Mr. Doug Kirby, Executive Director of Technology - kirbyd@franklinschools.org

Dr. David Clendening
SUPERINTENDENT

'All applicants considered for hire after July 1, 2009 must obtain a criminal history background check subject to I.C. 20-26-5-10. This background check must be completed through the Indiana State Police prior to receiving an offer of employment with the cost being borne by the applicant. If selected for an interview, additional information will be provided at the time of interview.'

The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex, disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation environment.

FRANKLIN COMMUNITY SCHOOL CORPORATION

Corporation Receptionist

Job Description

Job Title: Corporation Receptionist
Location: Administration Building
Supervised by: Executive Director of Technology/Director of Community & Public Relations

Purpose: Serves as the Administration Building receptionist. Coordinates, oversees, and/or performs various support activities, clerical services, and confidential assignments for the Executive Director of Technology, Director of Community & Public Relations, and other central office personnel.

POSITION OVERVIEW:

This dynamic role combines the responsibilities of the district office receptionist with administrative support for district-level administrators. It requires a detail-oriented professional who can manage multiple priorities while maintaining exceptional customer service. Providing a welcoming atmosphere for all visitors and promoting positive public relations for the school corporation while maintaining confidentiality is a critical function of this role.

DUTIES AND RESPONSIBILITIES:

Corporation Receptionist:

- Receive, screen, and distribute incoming calls
- Maintains a pleasant disposition while welcoming central office visitors
- Respond to general inquiries regarding FCS
 - Utilize the FCS website and other resources to locate pertinent information
- Provide general clerical assistance to the central office staff
- Receive and distribute incoming mail, courier items, and faxes
- Prepare outgoing mail using the postage-meter machine
- Keep the workroom neat and stocked appropriately
 - Stock and maintain copiers
 - Maintain the postage machine
 - Replenish supplies

Assisting the Technology Department

- Maintain meeting and appointment schedules
- Assist new employees with IT training
 - Set up training video
 - Issue security key
 - Take the employee's photo for ID badge
- Manage technology-related budgets and accounts
- Process technology equipment quotes and orders
- Oversee Chromebook repair billing and tracking
- Manage monthly technology service bills (phone, copier, digital access)
- Maintain records for state and federal grants

Assisting the Community & Public Relations Department

- Maintain a communication database based on the employee management database and student information system with accuracy and consistency
- Assist the Director with creating, reviewing, and distributing communications
- Contribute to the creation of graphics, photos, or video assets for use in web projects and on social media
- Assist with scheduling and preparation of district events.

Additional duties may be assigned as needed

MINIMUM JOB REQUIREMENTS:

- High school diploma or equivalent
- Successful completion of an expanded criminal history and DCS background check
- Proficiency in Google Suite and ability to maintain spreadsheets and databases
- Previous receptionist/administrative experience preferred

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Exceptional verbal and written communication skills with the ability to resolve conflicts and engage professionally with all stakeholders
- Ability to exercise independent judgment, establish priorities in a fast-paced environment, and analyze complex problems to find efficient solutions.
- Must maintain professional relationships with all stakeholders, including staff, students, and community members
- Proven ability to manage sensitive information with strict confidentiality and uphold the ethical standards of the district
- Ability to maintain a polite, professional demeanor focused on delivering excellent customer service

WORKING CONDITIONS:

- Fast-paced office setting with high volumes of digital and paper documentation.
- Prolonged periods of sitting and intensive computer and phone use.
- Occasional lifting of boxes (up to 25 lbs) for state-mandated record retention and archiving.
- Manual dexterity is required for processing high volumes of mail, computer, and phone use.

Additional Notes:

- Position requires flexibility to cover multiple responsibilities
- May require occasional work outside regular business hours

The statements contained herein describe the scope of responsibilities but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned to cover absences or balance workload.