

Receptionist / Secretary

GALENA CITY SCHOOL DISTRICT

Position: Receptionist / Secretary

Location: Field Office

Reports to: Site Administrator

Classification: Classified

Work year: 260 days

Salary: Range 8

SUMMARY OR PURPOSE:

To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

QUALIFICATION REQUIREMENTS:

- High School Diploma
- Strong background in customer service
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

PERFORMANCE RESPONSIBILITIES:

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, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Perform usual office routines
2. Process all mail
3. Receive and route all incoming calls
4. Maintain a daily status of available staff
5. Assist contact teachers in preparing instructional materials as requested
6. Operate word processors, computers, calculators, copiers, and fax machines
7. Perform other duties as assigned

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools controls; and reach with hands and arms. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability focus.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is occasionally required to travel to other cities around the state. The employee must be willing and able to fly in small and large commuter planes. The noise level in the work environment is usually low to moderate.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.

Approved by: _____

Date: _____

Reviewed and agreed to by: _____

Date: _____

GALENA CITY SCHOOL DISTRICT
Evaluation Form
Receptionist / Secretary

Name: _____ **Date:** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improve performance. It is the goal of this evaluation to effect change in the direction of continually increasing professional excellence.

Comments may be written at the end for any or all indicators:
 E=Exemplary S=Satisfactory N=Needs Improvement

	E	S	N
Perform usual office routines			
Process all mail			
Receive and route all incoming calls			
Maintain a daily status of available staff			
Assist contact teachers in preparing instructional materials as requested			
Operate word processors, computers, calculators, copiers, and fax machines			
Perform other duties as assigned			

Evaluator's Comments:

Receptionist / Secretary's Comments:

The signatures below indicate that the Receptionist / Secretary and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature: _____ Date: _____

Receptionist / Secretary's Signature: _____ Date: _____