

KEARSARGE REGIONAL SCHOOL DISTRICT, SAU #65

Job Description

Department:	Secretarial
Location:	All School Locations
Job Title:	Administrative Assistant/Receptionist
Reports to:	Building Principal Hourly, Non-Exempt
GENERAL RESPONSIBILITIES	
<u>Receptionist:</u> • Assist and communicate with students, staff and community members • Maintain pupil and staff attendance records including contact with parents • Complete assigned correspondence, reports and forms • Greet and settle in substitute teachers with room, schedule and lesson plans • Greet and inform volunteers • Other tasks as assigned by Supervisor	
WORK EXPERIENCE/QUALIFICATIONS REQUIREMENTS	
• office experience preferred • Working knowledge of word processing, database and spreadsheet functions • Basic bookkeeping and budgetary skills • Experience operating conventional office machines • Ability to understand and carry out oral and written instructions without supervision • Excellent interpersonal skills • Ability to honor confidential matters	
EDUCATION REQUIREMENTS	
• Minimum of a high school diploma or equivalent GED	
OTHER	
• Receives minimal supervision from building principal • Does not receive technical and functional supervision	
REVIEWED BY:	<i>Date</i>
<i>Name/Title</i>	
APPROVED BY:	<i>Date</i>
<i>Name/Title</i>	