



# Job Posting

## Greeter

Internal & External Candidates Accepted • Location: Tecumseh Acres  
Immediate Supervisor: Building Principal

### **General Information/Duties:**

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- Welcome and verify visitors entering the building.
- Maintain secretary duties during secretary lunch break
- Assist Instructional Assistants with students of special needs, as needed
- Ensure a safe and conducive environment for growth and learning consistent with policies and standards
- Work as the resource person for visitors
- Maintain confidentiality regarding personal information
- Effectively and consistently communicate and interact with students, parents, and staff
- Attend all mandatory staff meetings, events, or trainings
- Other duties as assigned by the Building Principal

### **Qualifications:**

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- High school diploma or equivalent
- High moral character, integrity, and strong interpersonal communication skills
- Experience working with children with special needs and prior experience in special education settings preferred

### **Terms of Employment:**

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Mon-Fri, hourly, non-exempt position based on TPS schedule

### **TECUMSEH PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER**

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