



Central Office Receptionist / Curriculum and Human Resource Administrative Assistant

Job Description

Reports to: Assistant Superintendents

Location: Central Administration Office

Evaluated by: Assistant Superintendents

Evaluation period: Annual

Purpose of the Position:

The Receptionist/Administrative Assistant is the first point of contact with visitors and the community and is responsible for assisting the Assistant Superintendents with all duties. Work involves various clerical tasks, greeting visitors and managing all incoming telephone calls to the district office as well as assisting all district administrators with various duties.

Responsibilities and Duties:

- Assists the district administrators with all tasks.
- Serves as receptionist for the central administration office.
- Maintains and updates personnel files for teachers.
- Collects required employment documents from newly hired certified staff members
- Coordinates applications for substitute Teachers and creates a list of available substitute teachers.
- Performs background checks for volunteers and new employees
- Collects required employment documents from newly hired certified staff members
- Coordinates Summer School and Summer School state reports
- Maintains the certified staff "Years of Service" document
- Updates, maintains, and coordinates the distribution of teacher contracts.
- Processes applications for temporary summer workers.
- Serves as the replacement for the assistant to the Superintendent when needed.
- Processes mailings from all buildings.
- Sorts US mail/building bins and manages interoffice mail for the central administration office.
- Performs custodial duties when needed.
- Publishes monthly District Newsletter
- Maintains Professional leave forms for certified staff.
- Coordinates the scheduling of student expulsion hearings including contacting parents and sending and receiving required forms
- Serves as an official recorder for expulsion hearings.
- Distributes letters to parent regarding the high ability program.
- Performs any other duties as assigned by the administration

Qualification Requirements:

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

Education and/or Experience:

High school diploma or general education degree (GED); two years of related experience and/or training; or equivalent combination of education and experience.

Language Skills:

Ability to read and interpret documents. Ability to use word processing spreadsheet, and publications software to publish documents and communicate about data. Ability to speak effectively with community members, parents, students, staff and vendors.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities:

Must be proficient in the use of computers for various office applications. Employee should also be able to use the machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work, i.e., copier, postage meter, laminator, binding machine, and other equipment as made available by the school corporation.

Terms of Employment:

260 days.

Wage Rate: Starting at \$20.00

Fringe benefits include medical insurance, life insurance, and Public Employee Retirement Fund eligibility.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.