



## MOUNTAIN EDUCATION

### Job Description

Position Title: Receptionist/Clerical	
Division/Department: Faculty	Evaluation Instrument: Classified
Pay Grade: \$17/hour	Employment Basis: Part-Time, As Needed
Reports To: Campus Principal	
<b>MINIMUM QUALIFICATIONS</b>	
<ul style="list-style-type: none"><li>• <b>Education:</b> Minimum of High School Diploma</li><li>• <b>Certification:</b> not required</li><li>• <b>Experience:</b> Two years of secretarial experience in an office setting with computer competency (preferred)</li></ul>	
Such alternatives to the above qualifications as the Board may find appropriate and acceptable	
<b>GOAL STATEMENT</b>	
Through the use of technology, professionalism and interpersonal skills, the Central Receptionist will provide efficient, organized and hospitable support to the staff and visitors of Mountain Education.	
<b>DUTIES &amp; RESPONSIBILITIES</b>	
<ol style="list-style-type: none"><li>1. Perform routine clerical and secretarial duties in an efficient and accurate manner.</li><li>2. Maintain a pattern of prompt and regular attendance and perform all duties as assigned effectively and efficiently.</li><li>3. Perform and organize a wide variety of secretarial and clerical duties for administrative personnel, teachers, and support staff in an efficient manner.</li><li>4. Act as a liaison for school administration, staff, students, parents, and the general community.</li><li>5. Greet students, parents, and visitors.</li><li>6. Communicate with the public, employing discretion and independent judgment, directing individuals to the appropriate personnel and efficiently resolving their concerns.</li><li>7. Communicate and explain rules and regulations to staff, students, parents, and the general community and maintain ready communications with other agencies.</li><li>8. Independently composes a variety of materials, such as letters, memos, bulletins, requisitions, claims, reports and statistical data from rough drafts or oral instructions.</li><li>9. Contact, orient, and direct substitute teachers and substitute classified personnel.</li><li>10. Assist Site Administrator, as needed, by contacting appropriate personnel regarding work orders for maintenance of buildings, grounds, and school equipment.</li><li>11. Maintain and coordinate multiple calendars to include school administrator(s), school facility events, site, master and school events.</li><li>12. Assist parent/community organizations with typing, duplication and distribution of materials as directed by the Site Administrator.</li><li>13. Count and receipt all monies.</li><li>14. Answer telephone, screen callers, and make referrals and/or take messages to appropriate staff.</li><li>15. Sort and deliver mail.</li><li>16. Check in and process supplies.</li><li>17. Assist students.</li><li>18. Assist with data entry into the student information system.</li><li>19. Assist in maintaining efficient office operations by providing relief whenever and wherever is needed.</li></ol>	
<b>GENERAL DUTIES</b>	
<ol style="list-style-type: none"><li>1. Supervision of students in an ME setting.</li><li>2. Ensure the integrity, accuracy, and security of all records.</li><li>3. Maintain a high level of ethical behavior and confidentiality of information.</li><li>4. Maintain a pattern of prompt and regular attendance and perform all duties as assigned effectively and efficiently.</li><li>5. Participate in professional learning as assigned.</li><li>6. Communicate clearly and concisely, both orally and in writing.</li><li>7. Demonstrate appropriate verbal, written, and telephone communication skills.</li><li>8. Complete routine tasks with little or no direct supervision.</li><li>9. Able to perform tasks involving periods of standing, walking, and sitting.</li><li>10. Able to perform the essential job functions with reasonable accommodations.</li><li>11. Perform other duties as assigned.</li></ol>	
<b>IMPORTANT NOTES</b>	
<b>ESSENTIAL DUTIES</b> Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be responsible for as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed - even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.	
<b>MINIMUM REQUIREMENTS</b> In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.	
June 2024	

