



<b>TITLE:</b>	<b>Secretary/Receptionist IECHS</b>	<b>STATUS:</b>	<b>Non-Exempt (At-Will)</b>
<b>REPORTS TO:</b>	<b>Assistant Principal or Principal</b>	<b>TERMS:</b>	<b>223 Days</b>
<b>DEPARTMENT:</b>	<b>Assigned Campus</b>	<b>PAY GRADE:</b>	<b>PT4</b>

**PRIMARY PURPOSE:**

Under direct supervision provide reception and clerical assistance for the efficient operation of the campus. To assure that no student enrolled in the district gains less than full advantage from his/her educational opportunities as a result of attendance problems.

**QUALIFICATIONS:**

**Education/Certification:**

High school diploma or GED

**Special Knowledge/Skills:**

Acceptable skill in clerical tasks, including the use of computers

Ability to follow written instructions

Ability to operate multi-line phone system

Ability to appropriately communicate with staff at all levels, students, district patrons, and parents

Ability to exercise good judgment and work in an environment with frequent interruptions and competing priorities

Ability to read and understand operating instructions and prepare complex reports

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

**Experience:**

Proficient keyboarding knowledge/skills

At least one year's experience with clerical or related duties

**WORKING CONDITIONS:**

Mental Demands/ Physical Demands/Environmental Factors:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 35 pounds. Specific vision abilities required by this job include close vision. The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate.

**Essential Functions:**

1. Receive and direct incoming calls, take reliable messages and route to appropriate staff.
2. Greet and direct campus visitors.
3. Assist parents in checking students in and out of school.
4. Receive, sort and distribute mail, messages, documents and other deliveries.
5. Assist with the receipt and distribution of student materials, including homework requests.
6. Maintain visitor log and issue visitor passes.
7. Assist with preparation of materials for mailing, including preparing labels, stuffing envelopes, etc.



8. Maintain computerized files using personal computer, including reports, employee roster and mailing lists.
9. Provide clerical assistance as needed.
10. Inform parents of child's excessive absences. Refer students with excessive absences to home liaison officer and court, when appropriate.
11. Observe all safety rules and keep work area clean and orderly at all times.
12. Maintain a current filing system in accordance with district guidelines. Able to locate filed documents upon request.
13. Compile attendance records and produce accurate reports as required. Assures the correctness of attendance and PEIMS information.
14. Update new addresses and phone numbers for each student.
15. Assist with the management of inventory documentation.

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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

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Signature

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Printed Name

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Date