

GRANT PARISH SCHOOL BOARD

Job Description

TITLE: *Central Office Receptionist*

QUALIFICATIONS: Must possess at the minimum a high school diploma or its equivalent. Education supplemented by courses in office processes and procedures with clerical and/or secretarial experience is preferred.

REPORTS TO: Superintendent or designee

SUPERVISES: None

ACCOUNTABILITY: Performance evaluation annually

SALARY: Secretary Salary Schedule

TERMS OF EMPLOYMENT: 12 - Month

JOB GOAL: To manage calls and communications at Central Office and provide support to visitors and Central Office staff with maintenance of files, copying, and other secretarial duties

PERFORMANCE RESPONSIBILITIES:

- Answer all lines of main phone/switchboard, answering questions of visitors or callers prior to forwarding calls if possible.
- Greet visitors to central office and direct as necessary
- Issue work permits to minors.
- Collect information for ordering lost diplomas and forward to the Data Coordinator.
- Maintain copies of interoffice forms for distribution.
- Address outgoing faxes as needed.
- Prepare and maintain all forms used in the office.
- Maintain mail supplies (certified labels, Fed-ex labels, etc.).
- Sort and distribute mail daily.
- Schedule pick ups for Fed-ex, UPS, etc. as needed.
- Render services to other central office staff as needed.
- Send, track, and review substitute training/payroll packet completion; submit hiring recommendation to HR director; submit payment request to Payroll.
- Create badges for all new staff and collect badges for all departing staff.

PROFESSIONAL RESPONSIBILITIES:

- Engage in self-reflection and growth opportunities to support high levels of learning for all students.
- Collaborate and communicate effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the district's mission.
- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.

- Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____

Supervisor Signature

Date