



Job Title:	Receptionist/Secretary	Job Category:	Central Office
Department/Group:		Term of Contract:	12 months
Location:	Central Office	Travel Required:	No
Level/Salary Range:	Salary Schedule	Position Type:	Full Time

Reports to:	Superintendent
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<ul style="list-style-type: none"> ● Monitor door – open and greet People ● Answer phone calls – take messages – forward calls ● Receive/stamp/open/dispense mail ● Do certified mail as needed and mail other letters as needed ● Document any checks received/put in envelope for CSFO ● Receive/Deliver packages ● Maintain updated Personnel Directory/Board Members ● Maintain updated School Phone Directory ● Maintain Employee Listing ● Keep bulletin board in front entrance up to date ● File as needed ● Make copies as needed (personnel files/school board forms) ● Receive/copy/forward to Attendance Officer Home School Forms ● Receive resignation/retirement letters – forward to personnel director when asked (before board meeting) ● Substitute applications/ licenses ● Complete/get Superintendent’s signature/get notarized/copy and file in personnel file/mail original Supplement EXP Forms ● Type letters/keep listing for approved leave/retired/resigned/non renewed employees ● Around March – pull/type list of expired substitute license/give to whoever is in charge of substitutes ● Assist Superintendent’s Secretary as needed per request ● Assist personnel director as needed per request ● Assist with paperwork/copy - Registrar ● Perform other reasonable duties necessary to the safe and effective operation of the school system when assigned by the Superintendent. <p>Qualifications/Education/Certification High School diploma or equivalent; other formal education desirable. Evidence of high degree of skill in typing and other secretarial skills. Such alternatives to the above qualification that the Board may find appropriate and acceptable. Five years secretarial experience.</p> <p>Working Environment The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping,</p>

kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment