



Prairie School Receptionist/Secretary/Health Technician

Job Description

SUMMARY:

As the initial point of contact for the Prairie School District, the receptionist will primarily greet, welcome and provide assistance to visitors and callers to the school. The receptionist is expected to maintain a safe and secure environment at the front entry of the building, while ensuring the entry is accessible as necessary. The receptionist is expected to clearly and professionally communicate with the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Greet, welcome, assist and direct visitors to the school. Notify staff of visitor arrival. Manage a multi-line phone console including the Superintendent's line. Answer and screen incoming calls, respond to callers' inquiries, forward calls to appropriate individuals or voicemail boxes and take messages when needed. Provide customer service by explaining basic school/district procedures and requirements, uphold daily security standards, including building access and screening precautions as necessary, etc., issue visitor passes when appropriate, give direction to meeting rooms and areas throughout the building. Communicate with staff, administrators and/or others to respond to problems, issues and/or to assist during emergencies and drills at the school.
- Perform general clerical duties as directed.
- Be fully responsible for recording appropriate messaging for afterhours recordings, including snow days, breaks, building hours, temporary "away from desk" messaging, and other recordings as needed.
- Provide secretarial services to the Board of Education, including attendance at BoE Meetings
- Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of two years experience in general office occupations, security occupations or equivalent education and computer experience.

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Advanced oral and written communication skills.
- Intermediate English language skills.
- Advanced interpersonal relations skills.
- Basic math and accounting skills.
- Intermediate personal computer, keyboarding and word processing skills.
- Advanced customer service and public relations skills.
- Intermediate critical thinking and problem solving skills.
- Advanced organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.



Prairie School Receptionist/Secretary/Health Technician

Job Description (con't)

- Ability to diffuse and manage volatile and stressful situations.
- Ability to work independently.
- Ability to interact and work effectively and cooperatively with people.
- Ability to multitask at a high level with multiple distractions from the surrounding area; intense ability to focus yet maintain a keen awareness of surroundings.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office Programs.
- Operating knowledge of and experience with Google (Mail, Calendar, Drive).
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, fax machines, email, etc.

REPORTING RELATIONSHIP AND DIRECTION/GUIDANCE:

- Reports to: Principal & Superintendent
- Direct Reports: No

COMPENSATION:

FLSA Status: Non-Exempt

Based on experience, compensation is \$20-\$29/hour, 32-34 hours per week, position is based on a 162-day (10-month) assignment to coincide with the 2024-2025 District Calendar.

Full benefits package, including health, retirement, and paid time off.

POSITION OPEN UNTIL FILLED.

Applications may be accessed by visiting Prairie School District's website:
<https://www.prairieschool.org/page/job-openings>

For any questions, please contact LHickey@PrairieSchool.org or (970)437-5351 x 1020.

Send completed applications & resumes to LHickey@PrairieSchool.org or

Prairie School District RE-11J

Attn: Lana Hickey/ FINANCE

42315 County Road 133

New Raymer, CO 80742

Note: This is not an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with this position. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The District may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prairie School District RE-11J is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, ethnicity, sex, gender identity/expression, national origin, creed, religion, age, sexual orientation, disability or veteran status in admission or access to, and treatment and employment in its educational programs or activities.