

TITLE: RECEPTIONIST / CLERICAL AIDE

QUALIFICATIONS:

1. High school diploma; basic secretarial training.
2. Minimum experience in receptionist or school office work as determined by the board.
3. Knowledge of automated office equipment, word processing and basic secretarial skills.
4. Strong analytical, communication and human relations skills; works cooperatively with others.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
6. Good organizational skills with a knowledge of school district activities, programs and curriculum requirements.

REPORTS TO: Building principal

JOB GOAL:

To manage visitors, answer and direct incoming inquires to appropriate individuals, and support secretary.

PERFORMANCE RESPONSIBILITIES:

Telephone/Mail/Communications

1. The receptionist, under the direction of the Building Principal, will answer and direct incoming call and visitors to appropriate individuals. The receptionist will take and forward messages as necessary and be responsible for routine clerical functions related to attendance, charts and record keeping.
2. Support School Secretary in sorting, screening, and distributing incoming mail and processing outgoing mail following postal and school district regulations and requirements.
3. Explain and advise patrons about school organization and functions. Give out information and appropriate forms to parents, students, teachers and the public. Collect and organize completed forms.

Students

1. Greet incoming children and converse with them especially in a calm, friendly way.
2. Assist with daily counts.
3. Call parents as needed and relay information or concerns from students to parents, and parents to students (i.e., forgotten lunches, gym clothes, transportation home, etc).

Clerical

1. Support School Secretary compiling and posting information on standard forms. Using specific formats and systems, enter a variety of administrative data and review for accuracy.
2. Perform routine keyboarding duties. Also use office equipment.
3. Perform clerical functions incidental to reception activity.
4. Sign in tardy students, run the daily attendance report, which includes tending to attendance line and rectifying the attendance.

RECEPTIONIST / CLERICAL AIDE (continued)

5. Rectify the afternoon attendance, which includes entering all early dismissal times for students, figuring out how many hours the students were present in the day. Making calls to staff members regarding the change of dismissals at 2:30 pm.

Security/Visitors/Emergencies

1. Control the signing in and out of students and visitors.
2. Greet visitors in a pleasant and courteous manner. Determine the nature of visits and direct to the appropriate individual, provide routine information about the school program, and follow confidentiality guidelines.
3. Respond to situations, seek assistance should emergencies arise.

Other

1. Relieve other office staff during lunch breaks.
2. Performs other related duties as may be assigned by the building principal.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the CBA.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved:

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 through -7.5	Criminal history record
N.J.S.A. 18A:16-1	Officers and employees in general
N.J.S.A. 18A:16-2	Physical examinations; requirements
N.J.S.A. 18A:17-2	Tenure of secretarial and clerical employees
N.J.S.A. 18A:17-24	Clerks in superintendent's office
N.J.A.C. 6A:32-6	School employee physical examinations