

**TITLE Receptionist and Assistant – Alternative School**

**QUALIFICATIONS**

1. Not less than a high school diploma or general equivalency diploma;
2. At least one (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed;
3. Working knowledge of Microsoft Office, computers, and various office machines; and
4. Meets health and physical requirements.

**JOB GOAL To receive and direct incoming calls, provide assistance to the public, and perform various routine office assignments.**

**ESSENTIAL FUNCTIONS**

1. Receive and direct incoming calls and provide public service information;
2. Greet visitors and direct them to the appropriate area of the building;
3. Document and relay messages;
4. Communicate central office messages to the schools;
5. Perform general clerical duties for administrative staff to include faxing and emailing and/or copying documents as needed;
6. Complete clerical tasks like -
  - File active and inactive student information,
  - Request and transfer records to parents, schools, and applicable agencies,
  - Copy and send information to the schools,
  - Monitor scanning and uploading of required paperwork,
  - Pull, process, and prepare for scanning old records,
  - Deliver mail from Alternative School to the Central Office,
  - Assist teacher(s), and
  - Assist Director – Student Support Services;
7. Perform such other duties as assigned by the Director – Student Support Services and Director of Schools for the efficient operation of the Alternative School.

**PHYSICAL DEMANDS**

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

## VOCATIONAL PREPARATION

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

## TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to dealing with people.
3. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
4. Good interpersonal skills.
5. Proficient in verbal and written communication.
6. Proficient in typing and proofreading skills.
7. Respect for confidentiality of information.
8. Ability to use time wisely.
9. Ability to represent the organization in a positive manner.
10. Enthusiasm.

## CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Form Perception: To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
5. Motor Coordination: Ability to coordinate the eyes and hands or fingers rapidly and accurately in making precise movements with speed.
6. Manual Dexterity: Ability to move hands easily and manipulate small objects with the fingers.
7. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.
8. Data Perception: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

## WORK CONDITIONS

Normal work hours are 7:30 am until 3:30 pm from the 180 instructional days plus five additional days.

Normal school lobby and or office.

May not always have privacy or a quiet place to work.

**NON-EXEMPT** from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.