

Cape Girardeau Public School District No. 63
Job Description

Job Title: Administrative Assistant (School Receptionist - Level III)

Terms of Employment: 12 month contract; 240 days

FLSA Status: Non-Exempt

Reports To: Assistant Superintendent, Administrative Services

Brief Description of Position:

The Administrative Assistant – School Receptionist is responsible for greeting and directing visitors, responding to inquiries from staff, the public, parents, students, etc. by providing requested information and/or referral to other parties; and, coordinate all activities concerning the processing of substitutes paperwork.

Required Qualifications:

- High School diploma or equivalent; supplemented by minimum two years previous experience and/or training that includes secretarial or clerical work, or any equivalent combination of related education, training and experience which provides the required knowledge, skills and abilities to perform the essential job functions
- Must possess strong organizational skills as well as the ability to handle multiple projects professionally
- Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy
- Demonstrate excellent skills in computer word processing, spreadsheets and data bases
- Demonstrate analytical and problem-solving skills
- Must be team oriented with excellent interpersonal and communication skills
- Must maintain a high level of ethical behavior and confidentiality of information as required by law
- Demonstrated ability to meet and effectively deal with the general public in a courteous manner
- Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below

Essential Duties and Responsibilities:

- Answers telephone system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Distributes items within the office (e.g. special delivery and overnight mail/packages, messages, application packets, etc.) for the purpose of ensuring receipt to addressee and/or providing material/s.
- Greets individuals entering the building (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries; and/or directing individuals to appropriate location in accordance with established building security procedures.
- Maintains reception area materials (e.g. job applications, newsletters, event calendars, etc.) for the purpose of providing resource information to visitors.
- Receives a variety of items (e.g. mail, special deliveries, packages, supplies, etc.) for the purpose of distributing materials to appropriate parties.
- Performs general secretarial and clerical functions (e.g. scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations.
- Keep substitution files up to date with regard to paperwork, background checks, substitute certification and all other required documents.
- Manage all forms and information related to substitutes including child abuse checks and long term/consecutive day substitutes.
- Make application to Department of Elementary and Secondary Education for substitute certificates.
- Maintain substitute files as active or inactive.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 1, 2013