



EDUCATION . . .
Road To Success

HANCOCK PLACE SCHOOL DISTRICT

SECTION: 500 Support Staff Positions
TITLE: 013 Front Desk Receptionist

TITLE:	Front Desk Receptionist
QUALIFICATIONS	<ul style="list-style-type: none">* High level of competence in clerical, computer, and computational skills.* Previous experience in school district business office is preferred.* High school diploma or higher.
REPORTS TO / EVALUATED BY:	Building Principal, Assistant Principal, Assistant Superintendent, and Superintendent
TERM OF POSITION:	<p>11-months</p> <ul style="list-style-type: none">* The Front Desk Receptionist will serve the total number of student days in session, plus 10 work days prior to the start of the school year and 10 work days following the close of the school year (typically between 195 - 200 days).* The Front Desk Receptionist will serve a total of 7-1/2 hours per work day.
SALARY:	Negotiable
VACATION:	None
JOB GOAL:	The goal of the Front Desk Receptionist is to provide the necessary clerical responsibilities to assist the building administrators in the smooth, prompt, and efficient operation of the school office.
RESPONSIBILITIES:	<ul style="list-style-type: none">* Welcomes and greets visitors to the school office.* Answers phone, arranges appointments, and screens visitors.* Types of correspondence, reports, memos, etc., as instructed.* Sorts and distributes mail and other deliveries.* Posts all school notices for viewing by the public.* Assists with check-in of late arrivals and check-out of early pickups.* Ensures that all student information is entered accurately and promptly into the computer database.* Collects timesheets weekly and ensures delivery to Central Office.* Maintains an accurate log of all emergency drills.* Collects all discipline write-ups from teachers and delivers them to the assistant principal.* Assist school nurse in contacting parents when students are ill.* Complete cab forms and contacts the cab company for transportation, when required.* Maintain and file inclement weather forms.* Make required intercom announcements.* Maintains complete and accurate files regarding transportation routes and maps for all bus stops.* Maintains confidentiality of all school-related matters.* Prepare and submit all reports as requested by the building administrators and/or Central Office administrators.* Prepare and submit all reports as requested by the district's auditors.* Perform all other duties as dictated by law and/or assigned by the Building Principal, Assistant Principal, Superintendent, or Assistant Superintendent.



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Hancock Place School District
Date Approved: December 14, 2005