

Position Description

High School Receptionist

Position Description:

This position is responsible for the daily operation of the school office and is directly responsible to the building principal.

Skills:

1. Requires strong service-related people skills as this position is generally the first contact and has significant responsibility in representing the school.
2. Requires strong, positive interpersonal relationship skills between you and students, staff, parents, and community members.
3. Requires minimum technology skills in the areas of Microsoft Office, email, data entry and office equipment operation; i.e., phones, fax, and copier.

Duties include but not limited to the following:

- Greet and receive students, school staff, and school visitors in the main office.
- Answer incoming phone calls, take messages, and direct calls as appropriate.
- Monitor front door camera and lock release.
- Supervise students sent to the office.
- Assist in providing necessary first aid (as able)
- Record daily attendance, contact parents and monitor excuses.
- Report daily attendance to the Dean of Students
- Check identification of parent/guardian dismissing student and verify information against student's information on file.
- Prepare daily announcements in PowerSchool
- Maintain accurate student records in PowerSchool
- Maintain Emergency Drills Records
- Provide the proper personnel with upcoming school events for the school's exterior message board.
- Collect weekly lunch money and report orders to the kitchen
- Communicate with classrooms via intercom system for paging students and/or staff.
- Sort and distribute mail daily
- Manage the list of students involved in the milk program and the proper milk counts for the building.
- Collect physical, dental, eye forms, and birth certificates and place in health folders or records folders.
- Assist with the distribution of student/parent communication/materials as needed or required.
- Assist with the distribution of school staff communication/materials as needed or required.

- Assist with SCRIP sales and orders
- Fax attendance report to Will County Health Department weekly.
- Place orders for bookstore, office, nurses room, art supplies
- Prepare recruitment folders for prospective students
- Update school's phone greeting as needed.

Required Education: College Associate Degree or Previous Experience desired

Summer Duties:

Begin working two weeks before school begins and ends one week after school closes.