

LAGRANGE HIGHLANDS SCHOOL DISTRICT 106

JOB TITLE: Receptionist/Secretary
JOB GOAL: Provide support to District 106 staff through organization of the front reception area and provide general secretarial support.
REPORTS TO: Superintendent/Program Directors (Buildings, Curriculum, Special Ed., Technology)
QUALIFICATIONS: Read, understand and follow verbal and written directions.
Utilize applicable technology to support performance responsibilities.

DUTIES AND RESPONSIBILITIES:

General

1. Communicate and collaborate effectively with others.
2. Ensure confidentiality of sensitive information.
3. Maintain a record of dependability as evidenced by consistent attendance, punctuality and attention to work.
4. Understand and adapt to a variety of situations.
5. Maintain and exhibit general and personal safety practices.
6. Maintain stakeholder satisfaction.
7. Work independently and exercise good judgment.
8. Assume personal responsibility for professional performance and growth.
9. Utilize effective problem solving processes.
10. Exhibit professionalism in appearance and demeanor.

Specific

1. Oversee phone system and reception area, maintain voice mail system.
2. Standard secretarial duties for assigned staff.
3. Maintain daily visitor sign-in sheets.
4. Mail receiving, sorting and distribution. Maintain postage system and supplies.
5. Insure that business is handled confidentially and efficiently.
6. Establishes appropriate rapport with visitors, callers, and parents.
7. Prepare standard business correspondence.
8. Create and maintain databases, reports, and charts as required.
9. Coordinate meeting schedule as required.
10. Maintain files in an orderly, accessible, and timely manner.
11. Process routine and mass correspondence mailings.
12. Maintain office supply inventory.
13. Accepts supervision and requests help when needed.
14. Assist with building opening and closing.
15. Maintain building use calendar.
16. Maintain District 106 related community media files.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. An employee in this position will be required to follow any other instructions and to perform any other duties assigned by the supervisor.

EVALUATION:

Performance in this position will be evaluated annually in accordance with the provisions of the applicable policies of the district.

TERMS OF EMPLOYMENT:

Salary, benefits, work hours/days as established by the Board of Education. (At-will employee)