



<b>POSITION TITLE:</b>	Executive Administrative Assistant/ Receptionist
<b>F.L.S.A:</b>	Non-Exempt
<b>QUALIFICATIONS:</b>	<p>A high school diploma is required. Additional preparation and/or college work related to educational office training preferred. Strong computer skills and proficiency of Microsoft Office. Should be a self-starter; able to work independently. Relevant and effective work experience preferred. Effective interpersonal &amp; organizational skills. Possession of the knowledge, skills, abilities, and physical attributes necessary to perform the essential functions of the position. Such alternatives to the above qualifications as the Board may find appropriate or acceptable. Desire to continue career improvement by enhancing skills and job performance.</p>
<b>REPORTS TO:</b>	Director of Student Services
<b>TERMS OF EMPLOYMENT:</b>	260 days, 8 hours per day, with benefits according to Board policy.
<b>JOB GOAL:</b>	To assure the smooth and efficient operation of an office so that the office's maximum positive impact on the education of children can be realized.
<b>ESSENTIAL JOB FUNCTIONS:</b>	<ol style="list-style-type: none"><li>1. Operate personal computer and peripheral equipment, photocopier, 10-key calculator, and other office equipment with high degree of skill.</li><li>2. Performs secretarial and office management tasks.</li><li>3. Maintains files and records.</li><li>4. Independently, or as assigned, composes confidential and general correspondence, reports, memorandums, forms, statistical data, etc. that may commit a unit to a course of action.</li></ol>

5. Demonstrates human relations and communication skills.
6. Has a diversity of duties and responsibilities involving knowledge and application of district policies and procedures that require considerable independent judgment in the determination of actions to be taken.
7. Greets visitors and clients in a pleasant respectful manner and responds to inquiries in a timely manner.
8. Answers phone in a pleasant respectful manner and routes calls to appropriate personnel.
9. Efficiently responds to questions of staff and community patrons.
10. Prepares purchase orders, orders and expedites district needs for capital outlay, supplies and materials as needed.
11. Checks in purchases for Great Beginnings Preschool.
12. Enroll students in Adventure Club program.
13. Accounting for Adventure Club program.
14. Enroll students in Great Beginning's Preschool.
15. Accounting for Great Beginning's Preschool.
16. May be called upon to make travel arrangements for administrators or staff.
17. Consistent and regular attendance is an essential function of this position.
18. Required to use SISTIME for clocking in and out each day they are scheduled to work. Clocking must reflect true time worked.
19. Ability to work to implement the vision and mission of the district.

#### **OTHER JOB FUNCTIONS:**

1. Be able to understand and submit online reports to state and federal agencies.
2. Have the ability to learn new systems and software.
3. Submit Parent as Teachers Reports monthly and annually.
4. Assists the public relations department as needed.
6. Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
7. Maintains strict confidentiality.
8. Monitors copy machines and fax. Place service calls as needed.
9. Attends meetings and trainings as directed.
10. Adheres to good safety practices.
11. Adheres to all district rules, regulations, and policies.
12. All other duties as required or assigned.

#### **PHYSICAL DEMANDS:**

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers. The employee is occasionally required to stand, reach and bend and lift and carry up to ten pounds. The employee must have the ability to lift 40 lbs to shoulder height occasionally. Close vision ability to look at a computer screen for long periods of time is required.

#### **CONDITIONS AND ENVIRONMENT:**

The environment is consistent with a typical school/office environment.