SOUTH DEARBORN COMMUNITY SCHOOL CORPORATION

SECRETARY / RECEPTIONIST High School

TITLE: Secretary/Receptionist

QUALIFICATIONS: 1. Typing and general secretarial skills.
2. Experience in a public school system is desirable.

REPORTS TO: Principal

JOB GOAL: To assure the smooth and efficient operation of the office so that the maximum positive impact on the educational program can be realized.

1. Receives and assists students, parents and others through appropriate avenues of communication.
2. Assists in monitoring ingress of visitors throughout the school day with the secured entry system and Safe Visitor kiosk.
3. Answers phones (first and primary operator of office phones).
4. Assists with attendance responsibilities: Sign-ins and sign outs. Tardy passes. Filing parent/medical notes.
5. Assists Building Administration to maintain accurate reports for the Dearborn-Ohio County Attendance Initiative.
6. Schedules substitute teachers through the use of the leave request system.
7. Works with teachers to keep substitute folders up to date and generates reports related to substitute teachers.
8. Helps coordinate the office area by assisting with filing and distributing appropriate forms to teachers.
9. Receives and sorts mail and checks in UPS and FedEx deliveries.
10. Manages outgoing and incoming mail and sorts and places mail in proper boxes.
11. Maintains supply of daily forms used by office personnel (i.e. office passes, student passes, etc.)
12. Assists Building Administration with the student enrollment process.

13. Prepares reports as required throughout the year and assists in other tasks as they become necessary.
14. Assists in other tasks as they may become necessary.