

SECTION I: GENERAL INFORMATION

Classification Title: Receptionist/Attendance	Department:	Unit: Office Professionals
Immediate Supervisor: Building Principal	Grade Placement:	FLSA Status: Non-exempt
Job Summary: Under the direction of the Building Principal, the Receptionist/Attendance Office Paraprofessional is primarily responsible for updating and maintaining accurate attendance records within the building; for providing customer service/receptionist related functions; monitoring security of visitors to building; and for performing various clerical support functions for the Dean of Students, as directed. Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ol style="list-style-type: none">1. Performs general receptionist functions for the building.<ul style="list-style-type: none">• Greets the public entering the building.• Identifies needs of parents, students and staff and assists in addressing those needs and directing them to appropriate staff/persons.• Answers departmental phones and directs callers to appropriate persons and/or provides general information, as appropriate.• Monitors and follows security procedures within the building as individuals come and go.2. Maintains accurate attendance records and updates the student information system regarding cum folder maintenance on student records.<ul style="list-style-type: none">• Intakes, updates and transfers student cumulative files.• Listens to attendance calls.• Updates student attendance and runs daily attendance reports.• Keeps staff and Dean of Students aware of any attendance concerns or issues.3. Provides general office support for the Dean of Students.4. Supervises student dismissal at the end of the day.5. Performs other duties of a comparable level or type, as required.
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SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		
x	High school diploma or GED.		
	1 year college		2 years college
	3 years college		4 years college
	1st year graduate level		
	2nd year graduate level		
		Major field of study or degree emphasis: Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of general office procedures and equipment. • Knowledge of office productivity software and applications (e.g. word processing, spreadsheet, email, internet browsers, etc.). • Knowledge of specialized software and applications utilized by the District (e.g. Infinite Campus, etc.). • Knowledge and skilled in office etiquette and customer service procedures and routines. • Knowledge of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems. • Fundamentals of computer operation and use. • Knowledge of district procedures pertaining to attendance, enrollment, student records, and general recordkeeping responsibilities of the office. 	
Required Work Experience in Addition to Formal Education/Training: No previous experience required.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: None required.	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Performing work assignments requiring attention to detail, precision and accuracy. • Learning specialized district software applications used in the maintenance of department/building files and records. • Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette and informational assistance in dealing with district employees, students and the public. • Keyboarding skills. • Using and operating computers and applying office productivity software for basic word processing, file maintenance and data entry. • Ability to learn and apply building office routines and office procedures. • Operating and using general office requirement including, copies, fax machines, 	



	duplicating equipment, internet, telecommunications equipment and voice mail. <ul style="list-style-type: none"> • Ability to learn and operate district custom applications and district software used in maintaining office records, files, lists, student data, etc. • Operating district phone systems.
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PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Amount of Time Spent					Amount of Time Spent				
<u>Physical Activities</u>	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs		X		
Walk		X			Up to 25 lbs		X		
Sit			X		Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms				X	Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl	X								
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:

Duties are performed in a typical school district office setting. There are minimal environmental hazards and risks associated with the nature of the work.



SECTION IV: DISTRICT MISSION AND CORE VALUES

<p>OUR MISSION</p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p>CORE VALUES</p>	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
<p>MISSION OUTCOMES</p>	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
<p>STRATEGIES</p>	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
<p>STRATEGIC DELIMITERS</p>	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

<p>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</p>	
<p>_____</p> <p>Department Head's Signature</p>	<p>_____</p> <p>Date</p>
<p>Classification History: Created classification description 4/2016 BCC</p>	