

Independence School District

Receptionist and Attendance Secretary

Job Posting

The School District of Independence is seeking a qualified candidate for the position of receptionist and attendance secretary. Applicants should submit a cover letter, resume, and three letters of recommendation to Barry Schmitt, District Administrator, Independence School District, 23786 Indee Boulevard, Independence, WI 54747 by October 4, 2017.

The selected candidate will have strong interpersonal and communication skills, will be highly organized, flexible, have a positive outlook, and will be a self-motivated, self-starter.

The selected candidate will have a strong clerical background and knowledge or experience working with Microsoft Office, Google platform, Infinite Campus, or comparable school data entry system.

Ability to maintain confidentiality of sensitive information is essential.

Date Available: As early as possible but no later than April 2017

POSITION OBJECTIVE:

Provides secretarial/receptionist services requiring a considerable degree of initiative, independent judgement, and awareness of deadlines in the management of tasks assigned to the position. This position will provide secretarial services for administrative staff as well as for district wide duties as assigned. Position requires the ability to prioritize due to work originating from multiple sources. The basic functions of the position will involve relaying incoming, outgoing, and interoffice calls, student attendance administration, and performing the duties outlined under Position Responsibilities.

POSITION RESPONSIBILITIES:

1. Responds to telephone inquiries regarding attendance, school programs, and activities.
2. Performs a variety of clerical duties such as typing, photocopying, and mail distribution.
3. Receives visitors, obtains name and nature of business, schedules appointments, monitors the front door, monitors the elementary security door.
4. Enters and maintains student attendance.
5. Prepares outgoing mail.
6. Maintains, updates mailboxes, forms, and student supply list.
7. Updates district master calendar.
8. Assists with preparation for graduation ceremony, diplomas, programs, flowers, letters, etc.
9. Manages the student activity accounts, reconciles athletic/event gate receipts.
10. Distribution of Work Permits.
11. PBIS/SWIS data entry.
12. Does background checks on employee applications and fitness center applications.
13. Performs other duties as assigned by the District office administration.

SPECIFIC DUTIES: Duties associated with the position, will include, but are not limited to the following.

1. Manage daily student attendance administration.

2. Enroll new students.
3. Greet visitors.
4. Answers phone and transfers calls.
5. Perform opening of security doors.
6. Sort and distribute mail.
7. Update forms, handbooks, school supply lists, and other documents as directed by administration.
8. Coordinate or assist in bulk mailings, including report cards and other parent/community mailings.
9. Create certificates and prepare materials for student awards.
10. Assist graduation advisors in coordinating supply orders for seniors.
11. Type diplomas for graduation.
12. Order flowers, send letters to parents of honor students, and prepare newsletter article for academic achievement as graduation approaches.
13. Prepare programs, diplomas, and certificates for 8th grade promotion ceremony.
14. Prep cash boxes for athletic events and other extra-curricular activities.
15. Reconcile ticket sales for school activities.
16. Manage all accounting transactions and reporting of student activity accounts.
17. Maintain mailing list for school newsletter and be responsible for the mailing.
18. Prepare initial template for master calendar and type final copy.
19. Update and maintain school closing list of media contacts.
20. Collect paperwork, issue permits, and file monthly statement for Work Permits.
21. Enter Office Data Referral forms into SWIS.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees or organization.
2. **MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. **REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
4. **OTHER SKILLS AND ABILITIES:** Ability to provide superior clerical skills to include successful completion of a district administered basic competency test. Ability to operate a personal computer as well as competence in use of office machines and procedures. Ability to effectively operate a wide range of computer software programs including but not limited to the Microsoft Office Suite (Word, PowerPoint, Excel, Google Drive Suite) along with Student Information software, specifically Infinite Campus. Ability to develop effective working relationships with state and federal agencies, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies. Capable of completing district wide duties without immediate supervision.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit and talk or actively listen. Occasionally the employee will type for long periods of time. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT: The noise level in the work environment is occasionally loud. Both chemical and food odors are common in this work environment. The employee continuously interacts with the public, district staff and frequently meets multiple demands from several people. The office area also often has multiple pieces of equipment in use simultaneously (shredders, copiers, etc). The employee is expected to complete numerous activities and functions in the office environment.