

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Administration Center Receptionist

Supervisor: Director of Stakeholder Engagement
FLSA Status: Non-Exempt **Employee Group:** Secretarial

Qualifications:

1. High school diploma or equivalent
2. Knowledge of Microsoft Office
3. Knowledge of common office software and equipment use
4. Experience with multiple-line switchboard and intercom system.

Terms of Employment:

- Twelve (12) month contract
- Eight (8) hours per day

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Communicate effectively by phone and in person with parents, staff and community members in a friendly and professional manner.
2. Provide information to parents, staff and community members in a friendly and professional manner.
3. Greet visitors, announce appointments, maintain visitors log and receive legal documents.
4. Assist parents of students in answering questions regarding scheduled school events and emergency school closing.
5. Maintain and update schedule of board room and conference room usage.
6. Complete special assignments as requested by the Harlem Administration Center administration.
7. Destroy, file and/or shred documents.
8. Dispense, sort and distribute outgoing and incoming mail, operate mail meter, stock mailing supplies.
9. Assist the Parent Resource Secretary with residency verification and registration of new families to the District.
10. Assist the Stakeholder Engagement Department with planning and preparation of Stakeholder Engagement initiatives and monitoring of the District Website.
11. Assist Wellness Coordinator with data entry of wellness information as assigned, while maintaining confidentiality of Protected Health Information (PHI) to ensure compliance of HIPAA laws.
12. Keep current with best practices and requirements as they relate to your job assignment.

13. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.