

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Secondary Supervisory Assistant/Building Greeter

Supervisor: Building Administrator(s)

FLSA Status: Non-Exempt **Employee Group:** Assistant

Qualifications:

1. High School diploma or equivalent
2. Ability to work effectively with students and adults
3. Some knowledge of word processing and data entry skills

Terms of Employment:

- Nine (9) month contract
- Eight (8) hours per day or Part-Time

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. Greet, screen, direct and check in and out all visitors and students entering the main entrance of the building. Calls for administrator's approval for any visitor without proper identification or if the visitor is not to have contact with a student.
2. Accept items dropped off for students and make arrangements for those items (books, homework, clothing, etc.) to be delivered to the student.
3. Check all out-going students for proper approval to leave the building during school hours. Writes student referrals for any student leaving the building without permission.
4. Keep current with best practices and requirements as they relate to your job assignment.
5. 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.