

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Student Services Receptionist –High School

**Supervisor:** Building Administrator

**FLSA Status:** Non-Exempt

**Employee Group:** Secretarial

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#### Qualifications:

1. High school diploma or equivalent
2. Knowledge of Microsoft Office software
3. Knowledge of common office software and equipment

#### Terms of Employment:

- Ten and one half (10 ½) 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. Call students from class, schedule, and oversee students in the Student Services Office.
3. Prepare tardy passes, detention slips, early-out paperwork, and late bus passes.
4. Collect referrals from staff and distribute to appropriate administrators.
5. Keep current with best practices and requirements as they relate to your job assignment.
6. 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.