



JOB DESCRIPTION

JOB TITLE: Receptionist – Secretary 2

JOB SUMMARY: The job of “Receptionist” is done for purpose/s of providing clerical support to assigned personnel at school site; communicating information to staff, the public, and other districts; and providing information and/or direction as may be requested.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:

- Experience Required: Prior job related experience
- Education Required: High School diploma or equivalent
- Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance; Current First Aid/CPR Card

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:

- Skills to operate standard office equipment including telecommunication equipment and basic computer and basic computer applications
- Ability to use English in both written and verbal form using correct spelling, grammar and punctuation
- Knowledge of rules and regulations related to assigned functions, record keeping, and standard office equipment
- Abilities to sit for prolonged periods, work independently, understand and carry out oral and written instructions.
- Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near acuity/visual accommodation.

ESSENTIAL JOB FUNCTIONS:

- Answers telecommunication system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages
- Evaluates situations (i.e., involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution
- Maintains schedules (e.g. meetings, room schedules, etc.) for the purpose of coordinating available space
- Processes documents and materials (e.g. schedules, agendas, mails, etc.) for the purpose of disseminating information to appropriate parties
- Responds to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction as may be required
- Prompt and regular attendance

OTHER JOB FUNCTIONS:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Supervises students for the purpose of monitoring students referred for disciplinary actions

- Assists with the transportation needs of students, including walking them to and from the bus, supervision of students on the way to and from the bus, supervision of loading and unloading of busses, and arranging for the transportation needs of students

***Applications must be submitted to TalentEd Recruit and Hire by the closing date in order to be considered for the position. All employees hired by the District into a position not requiring licensure must be fingerprinted and have a criminal history check completed. The cost is \$71.50 and is the responsibility of the employee. This employment is considered probationary pending return of the criminal records check from the FBI and Oregon State Police through the Oregon Department of Education.**

Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.

I hereby confirm my receipt and understanding of this job description and attest to my ability to perform the functions of the position as assigned.

Employee Signature

Date

Supervisor Signature

Date