

YAZOO COUNTY SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Technology Department Secretary/School Receptionist

TITLE OF SUPERVISOR: Building Principal

GENERAL RESPONSIBILITIES:

Maintains a well-organized and professional atmosphere within the school office while providing students, parents, and staff requested information and secretarial services.

SALARY: Salary is reflective of the Yazoo County School District Salary Schedule

QUALIFICATIONS:

1. High school graduate or equivalent minimum, Associates Degree in applicable area, preferred.
2. Strong organizational skills.
3. Proficient in computer skills, including use of Microsoft Office products.
5. Ability to relate well to the level of students in the school assigned.
6. Such other qualifications as Superintendent of Education and School Board may find appropriate and acceptable.

DESCRIPTION DUTIES:

1. The receptionist is often the first contact the public has with the school. The receptionist is expected to act in such a manner as to make the first impression a positive one. Communications, records, and office management are expected to conform to the highest standards of professionalism.

2. Keep an ongoing record of the school attendance in the student information system, SAM Spectra, if assigned.
3. Make a concerted effort to contact parents of absent students and record on a phone/contact log, if assigned.
4. Assist parents/guardians with enrollment paperwork, collect the paperwork when completed and assist with the entry of student enrollment packets.
5. Distribution a variety of forms of school communications.
6. Type/compile reports and memos as requested by the school Principal or Assistant Principal.
7. Answer the main phone line and direct calls as needed in a pleasant tone and manner.
8. Work toward developing a positive atmosphere which is inviting to students, parents, and staff.
9. Display an initiative in evaluating and increasing the effectiveness of the school office.
10. Display, at all times, acceptable professional and ethical standards as this responsibility is hugely imperative in establishing a positive environment where all stakeholders feel welcome. Expectations include: confidentiality, courtesy, cooperation, positive attitude, reliability, punctuality, accuracy, efficiency, timeliness in respect to deadlines and respectfulness toward others.
11. Represent the district in a positive way, both on duty and in connection with school activities.
12. Comply with all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements at all times.
13. Provide support to the department of technology as needed.
14. Perform all other duties as assigned by the principal.

UPDATED AND REVISED AUGUST 6, 2019