

Administrative Assistant/Receptionist to the MEC

Primary Function

To act as the Mikaelian Education Center receptionist and secretarial support to all departments

Organizational Relationships

Reports to the Administrator for Student and Special Services

Qualifications

- Graduation from high school.
- Proficient skill in English composition, grammar and spelling.
- Demonstrated skill in working with the public.
- Working knowledge of office technologies including phone, fax, scanning, database, word processing, and spreadsheets.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the building.
- Ability to understand and carry out oral and written directions.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to handle staff and student information with confidentiality.

Performance Responsibilities

1. Greet all visitors courteously and direct them to the proper party.
2. Generates Daily Staff Attendance report from Aesop.
3. Report the presence of any visitor who bypasses the reception desk or any suspicious activity to the police.
4. Respond to requests for information and answer questions from callers in accordance with district policy.
5. Create Desktop Publishing projects for District-level publications (parent calendar handbook, Reflections, D39Vine, SEP brochure).
6. Maintain a neat and attractive reception area.
7. Maintain a weekly calendar of reserved meeting spaces.
8. Daily monitoring of student and staff lunch account balances.
9. Schedule interviews for Food Service, Custodial, and Transportation.
10. Suspension report to State.
11. Early Childhood Program tuition and State report.
12. Generates Special Education Personnel report.
13. Perform clerical tasks for various MEC departments.
14. Perform other related duties as assigned by the Administrator for Student and Special Services.

Terms of Employment

260 work days. Salary and work year established by the Board of Education and Support Council Agreement.

Evaluation

Performance will be evaluated in accordance with the Support Council Agreement.