

**PATHWAYS TO COLLEGE K-8  
JOB DESCRIPTION**

<b>TITLE:</b>	Front Office Lead
<b>CATEGORY:</b>	Classified Non-Exempt
<b>REPORT TO (BY TITLE):</b>	Executive Director/Principal
<b>SALARY RANGE:</b>	11
<b>SALARY SCHEDULE:</b>	Classified Contract
<b>WORK YEAR:</b>	11 or 12 Months

---

**POSITION DESCRIPTION**

Under the general direction of the Administrative Office, the Front Office Lead performs a variety of duties in support of the Front and Administrative Office, provides staff support and maintains general order; provides a friendly and professional demeanor as first contact; greets parents and public; coordinate, process, and distribute all communications in a timely manner. To provide clerical assistance to administration in the absence of Administrative Assistant, Administrative Services.

**DUTIES AND RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)**

Duties may include, but are not limited to the following:

- Maintain student records; support Registrar in requesting and dispense student cumulative files, intervention files, health records, file report cards, various State and Federal forms, and utilize technology to maintain student records.
- Process Independent Study Agreements for students.
- Maintains various calendars and schedules, as directed (administrators, IEP, events, use of facilities, etc.).
- Provides clerical assistance to site administrator(s) and support staff.
- Secretarial duties include, but are not limited to: word processing, distribute, and maintain various documents of a confidential nature (IEP, SST, reports, grants, etc.), compose correspondence including parent notification of excessive absences, Principal's memos and communiques, agendas, minutes, and other related duties.
- Assists staff with duplication and supply requisitions.
- General receptionist duties include, but are not limited to: answering telephones, greeting the public, maintaining a friendly, helpful, and professional office atmosphere, etc.
- Supports Registrar with student enrollment and dis-enrollment/transfers; maintains attendance records and prepares related reports.
- Ability to exercise discretion, tact, and confidentiality when meeting with the public.
- Support committees with the preparation and distribution of awards and other documents pertaining to school functions.

- May attend various trainings and workshops.
- Assist in directing children to their proper destination before/after school.
- May help supervise student assistants/work experience students.
- May act as health aide as needed.
- Other duties on an as needed basis.

### **MINIMUM QUALIFICATIONS**

#### Education and Experience:

- High School Diploma or the equivalent.
- Three (3) years of increasingly responsible secretarial experience is desirable.
- Ability to type 30+ net words per minute desirable.

#### Background Checks/Testing:

- Must pass a Live Scan (criminal background check via fingerprinting)
- Provide a clear TB test
- Current CPR/First Aid certification

#### Knowledge of and Ability to:

- Filing systems, telephone techniques, letter and report writing.
- Math and English, including vocabulary, correct grammatical usage, punctuation, and spelling.
- Provide excellent customer service.
- Manage and prioritize multiple tasks.
- Use English in both written and verbal form.
- Communicate effectively with a wide variety of audiences both orally and in writing.
- Compose and edit correspondence.
- Maintain accurate records.
- Maintain confidentiality of information.
- Establish good working relationships.
- Work independently utilizing sound judgment and discretion in a wide variety of situations.
- Use keyboard quickly and accurately.
- Input, retrieve data and information, utilizing Microsoft Excel, and Word and Power Point.
- Understand, interpret, communicate, and apply school rules, regulations, procedures and policies.
- Work effectively, efficiently and cooperatively in a busy modern office environment
- Adhere to safety practices.
- Be attentive to detail; meet deadlines and schedules; and work under time constraints.

#### Working Environment:

- The job functions are generally performed in an indoor environment requiring the following significant physical abilities: lifting, carrying, pushing, pulling; stooping, kneeling, crouching; reaching, handling, feeling; sensory speaking, hearing and visual.