



1047 Golden Gate Ct, Rock Hill, SC 29732
803-324-4400 phone 866-496-2083 fax

YORK PREPARATORY ACADEMY

South Carolina Public Charter School District

TITLE:	School Secretary/Receptionist
POSITION TYPE:	Non-Exempt
AGREEMENT TERMS:	12 month agreements (August – July) 190 Days/8 Hours (Monday –Friday); reports to work week prior to school and teacher work days
	This position is for the 2019-2020 school year
SALARY/RATE:	Determined by Experience
REPORTS TO:	Building Principal

GENERAL SUMMARY

To provide secretarial, clerical, record keeping and organizational services that ensure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

RESPONSIBILITIES

- Meets, greets and assists visitors, substitute teachers and other to appropriate areas of the building. Maintains a log of all visitors and issues temporary visitor badges as appropriate. Monitors visitors, visitor sign-in procedures and building activities including crisis situations such as building evacuations, lockdowns, emergency situations, and safety procedures.
- Performs all office duties to include: answering telephone and directing to appropriate person/department, handles inquiries from the general public, parents, teachers and students. Operates office equipment; prepare, type and duplicate materials; assist in preparation of reports and written correspondence; organize and maintain appropriate files; sort mail (both incoming and outgoing); assist in keeping school attendance reports and records.
- May supervise students sent to the office for illness, accidents, discipline or personal needs: renders first aid and dispenses medicine as required.
- Manages substitute check-in and check-out and follows temporary staffing policies. Assists in securing substitute teachers as required. Also, maintains employee leave records and submits monthly to system payroll department.
- Communicates with teachers and attendance coordinator in regards to late arrivals and tardiness to class. Issues tardy slips as needed.
- Maintains log of students who are signed out of school making sure only authorized persons are allowed to sign students out.
- Demonstrates ethical behavior and confidentiality of information about students in school environment and community.
- Handles concerns and requests in a professional and calm manner.
- Understands and complies with all school policies, procedures, and expectations as articulated in the Faculty handbook or as communicated by administration.
- Demonstrates a positive attitude toward work assignment and accepts responsibility for the work assigned.
- Observes assigned work hours, maintains a pattern of prompt and regular attendance, follows the daily schedule as prescribed and adjusts to work assignments and/or schedule changes.
- Maintains a cooperative working relationship with principal, students, parents, staff and public.
- Other duties as requested by the Building Principal.

MINIMUM QUALIFICATIONS

Education High School Diploma or GED required

Experience Experience in office administration. Experience as an administrative assistant preferred.

Other

Qualifications Must be physically able to perform assigned tasks. Must pass drug and background screening.

Skills/Efforts Knowledge of modern office practices and procedures including filing systems, receptionist and telephone techniques; business letter and report writing using proper English grammar, spelling and punctuation; collection and organization of data and information; supervisory principles; office software programs. Ability to perform skilled and routine clerical and secretarial work with accuracy and speed; organize and schedule work; compile and maintain accurate and complete records; operate office machines; give, understand and carry out oral and written directions; communicate effectively and maintain cooperative relationships with other employees; ability to deal effectively and courteously with students, parents, school employees and the general public.

Training Maintains expertise in assigned areas. Participates successfully in professional learning opportunities available to increase skill and proficiency related to assignment. Participates successfully in computer training to attain and/or maintain skills necessary to achieve proficiency on performance responsibilities.

Working

Conditions Office environment with limited exposure to outside conditions. Office activities require sitting for extended periods of time, must also bend, squat, reach and lift, carry, push items weighing up to 30 pounds.

York Preparatory Academy is an Equal Opportunity Employer.