

Magnolia School District

RECEPTIONIST/BILINGUAL/SPANISH

DEFINITION

Under the supervision of the Executive Director of Human Resources, operates the centralized telephone system; performs clerical duties; translates, writes and converses in English and Spanish to the general public as required; performs other related work as necessary or required.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the classification.

- Unlocks all main building doors;
- Greets district office guests with courtesy and follows District office protocol;
- Directs or escorts guests to proper offices and personnel;
- Operates a telephone system by receiving and routing incoming calls and taking and transmitting messages;
- Generates and issues District identification badges;
- Answers routine questions of visitors;
- Assists in word processing, copying;
- Use of current District technology and software;
- Receives and maintains master record of community use of school facilities;
- Receives requests and maintains the schedule and calendar of the District Board Room;
- Assists Human Resources personnel with enrollment and transfer requests when needed which includes but is not limited to receiving, inputting, and organizing transfer request forms, creating acceptance/denial letters, and informing parents of transfers completion;
- Assists with the Dual Immersion Program intent form;
- Maintains/distributes master schedule of events;
- Assures employees and community sign for District related documents as applicable;
- Maintains and distributes district phone list;
- Receives, sorts, and distributes mail;
- Handles specialized mail such as certificated mail and parcels for FedEx and UPS;
- Raises flag each morning;
- Handles requests for student records;
- Sends all records, files and logs from previous school year to the Warehouse;
- Maintains and keeps District log of Termite & Pest Control Services;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- A centralized telephone system;
- Modern office methods and procedures;
- Current District office technology and software;
- Correct English and Spanish usage, spelling, grammar, and punctuation;
- Operational procedures, rules, regulations, and policies affecting the district;
- School boundaries;
- Interpersonal skills using tact, patience and courtesy;
- Professional dress.

Ability to:

- Operate a centralized telephone system;
- Use current District office technology and software;
- Create and manage Excel spreadsheets;
- Handle telephone and personal contacts pleasantly and tactfully;
- Perform duties confidentially and discretely;
- Plan, organize, prioritize, coordinate and meet timelines;
- Dress professionally;
- Understand and carry out oral and written instructions in English and Spanish;
- Establish and maintain effective, respectful and cooperative working relationships with school staff, fellow employees, supervisors and the public;
- Interpret rules, regulations, laws, and policies affecting the district as required by patrons calling the district;
- Give parents school location and pupil assignments as related to school boundaries
- Take on new responsibilities and adapt to changing situations.

Experience:

- One year of experience performing varied clerical and secretarial work.

Education:

- High school diploma or equivalent;
- Post-secondary Education – Preferred;
- Pass a rigorous District test related to the field applied;
- Pass a rigorous District Bilingual test.

DESIRABLE QUALIFICATIONS:

- Knowledge of District policy.
- Knowledge of First Aid/CRP.
- A successful background in working with the public.

WORKING ENVIRONMENT:

While performing the duties of this job, the employee works in the District office. The employee's primary responsibility is working with staff and the public during the work day. This position may involve frequent interruption and direct contact with staff and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in an office where the noise level is usually moderate.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 25 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Depending on the work location, this assignment may involve sitting most of the time, but will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 30

Revised: 10/1/79; 7/1/01; 6/6/13; 5/15/14; 6/25/15; 7/6/16, 03/2018

Approved: 04/2017, 03/2018

EQUAL OPPORTUNITY EMPLOYER
