

RANGELEY LAKES REGIONAL SCHOOL

TITLE: School Secretary/Receptionist

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REPORTS TO: Principals

RESPONSIBILITIES:

- Greet and assist students, staff, parents and visitors
- Monitor school security system
- Collect/record daily student attendance and report truancy/tardy information to administration
- Oversees the software program for attendance, discipline and report cards
- Verify attendance of students - Contact parents as needed
- Operate telephone and intercom system
- Coordinate with the principal for orderly student dismissal on a daily basis and records parents phone messages related to dismissal to include preparation and distribution of bus notes
- Maintains student bus schedule for grades K-5
- Prepare reports as requested by the Principal
- Coordinates/maintains student emergency forms
- Sort and distribute mail, intra-office correspondence, UPS packages and other materials as assigned by the Principal
- Deposit/Record revenues for the School Nutrition Program
- Coordinates remote lunch needs and delivery
- Facilitate student school pictures
- Coordinate Student of the Month
- Arrange for and coordinate substitutes and for in-house coverage as needed
- Oversees schedule for full time sub
- Type/distribute newsletter
- Type/distribute lunch menus
- Assist with coordination of school snow days
- Provide medical assistance to students according to policy in the absence of the nurse
- Work cooperatively to maintain the general office area
- Provides secretarial support to school administrative staff as well as other staff as needed
- Performs other duties as assigned by the Principal
- Distribution of K-5 report cards

EDUCATION and/or EXPERIENCE:

High school graduate; business school graduate or comparable office experience preferred; proficient computer skills; ability to get along with people; neat in appearance; and able to maintain composure at all times.

LANGUAGE SKILLS:

Ability to understand and follow written and verbal instructions; to interpret reports and other documents such as policies and procedures; to develop reports; to draft correspondence; and to speak effectively.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding in order to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in a standardized situation.

OTHER SKILLS and ABILITIES:

- Demonstrated ability to operate a personal computer and related software.
- Ability to develop effective working relationships with students, staff and the school community.
- Ability to get along with people.
- Patience in dealing with parents and students.
- Neat appearance.
- Able to maintain composure at all times.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to perform duties with awareness of all district requirements and board of education policies.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, talk, hear, walk and often sit. Occasionally, to employee will bend or twist at the neck more than the average person.
- The employee must occasionally lift and/or move up to 50 pounds.
- The position also calls for the person to spend considerable time at the keyboard.
- Specific vision abilities required by this job include close vision such as to read handwritten or typed material and the ability to adjust focus.
- The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is moderate to loud.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

WORK YEAR: Year-round; 8 hours/day during the school year; Days/hours TBD by Principal for summer vacation.

EVALUATION:

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at the present time in the future.

Revised: 11.7.2022