

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
1200 South Dunton Avenue
Arlington Heights, Illinois 60005-3122

Job Description
District Receptionist/Secretary

Purpose:

The job of the District Receptionist/Secretary was established for the purpose(s) of greeting and directing visitors, responding to inquiries from staff, the public, parents etc. by providing requested information and/or referral to other parties; providing general clerical support when available and coordinating and scheduling school and community activities for district building usage.

Essential Functions:

- Answers telephone calls for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Greets individuals entering the building (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries, and/or directing individuals to appropriate location in accordance with established building security procedures.
- Coordinates and schedules school and community activities for district building usage for the purpose of providing the community groups with space in the schools.
- Coordinates and schedules building attendants for community events for the purpose of providing a safe/secure environment at the school sites during community scheduled activities.
- Maintains building information (e.g. use schedules, staff directories, emergency contacts, etc.) for the purpose of providing reference information.
- Provides all district personnel, CAP employees and parents, A Mother's Touch employees, Miner/NSSEO employees and outside contractors (as approved) with security badges for the purpose of maintaining safe work sites and providing employees with access to buildings.
- Maintains reception area materials (e.g. newsletters, event calendars, etc.) for the purpose of providing resource information to visitors.
- Performs general clerical functions (e.g. scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations.
- Receives a variety of items (e.g. mail, special deliveries, packages, supplies, etc.) for the purpose of distributing materials to appropriate parties.
- Distributes items within the site (e.g. special delivery and overnight mail/packages, messages, etc.) for the purpose of ensuring receipt to addressee.
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of providing information and/or providing direction.

Other Functions:

- Procures supplies and materials for the purpose of maintaining availability of required items.
- Participates in training for the purpose of updating skills as changes occur in District software.
- Participates in meetings, workshops and seminars, as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent job related software applications; and preparing and maintaining accurate records.

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; common office machines; concepts of grammar and punctuation to write routine reports and correspondence; and office methods and practices.

Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality, establishing and maintaining effective working relationships; communicating with diverse groups; displaying tact and courtesy; adapting to changing work priorities; setting priorities; and working with frequent interruptions.

Working Environment:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy indoor environment.

Performance Responsibilities:

- Acts as liaison between the district and community organizations requesting building usage
- Coordinates and schedules school and community activities for district building usage (including contracts and insurance information)
- Communicates with Facilities Department, schools, and custodians regarding building usage
- Provides district staff with identification/security badges and maintains Card Key system for district employees, CAP employees, CAP parents, A Mother's Touch staff, NSSEO and Miner School staff
- Distributes forms and coordinate reports necessary for building usage matters to all building locations in the district
- Processes work orders and prepare appropriate reports for lessees
- Perform such other duties as may be directed by the Assistant Superintendent for Personnel and Planning

Education and/or Experience:

- Associates Degree required and a Bachelor's Degree preferred.
- One to three years previous office work experience.
- Ability to operate a computer and related software such as Microsoft Word, Excel, PowerPoint.
- Use of computers, PC and Mac, copiers, fax machines, laminating equipment, and other office equipment.
- Must be able to pass a typing test at 55 words per minute.

FLSA Status: Non-Exempt

Employee Group: SASP

Work Year: Twelve Months

Reports to: Assistant Superintendent for Personnel and Planning

PHYSICAL DEMANDS

Strength and Endurance

Lifting	Occasional – less than 33%
Carrying	Occasional – less than 33%
Pushing	Occasional – less than 33%
Pulling	Occasional – less than 33%

Mobility

Standing	5%
Walking	5%
Sitting	90%

Coordination

Stooping	Seldom – less than 5%
Kneeling	Seldom – less than 5%
Crouching	Seldom – less than 5%
Crawling	Seldom – less than 5%

Upper Extremity

Reaching	Constant – more than 66%
Handling	Constant – more than 66%
Fingering	Constant – more than 66%
Feeling	Constant – more than 66%

Climbing and Balancing

Climbing	Seldom – less than 5%
Balancing	Seldom – less than 5%

Sensory – Talking

Ordinary	Constant – more than 66%
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Sensory – Hearing

Conversation	Constant – more than 66%
Other Sounds	Constant – more than 66%

Sensory –Vision

Acuity – Near	Constant – more than 66%
Acuity – Far	Frequent – less than 66%
Depth Perception	Constant – more than 66%
Color Vision	Constant – more than 66%
Field of Vision	Constant – more than 66%

ENVIRONMENTAL CONDITIONS

Temperature and Moisture

Extreme Cold	Seldom – less than 5%
Extreme Heat	Seldom – less than 5%
Wet/Humid	Seldom – less than 5%

Noise and Vibration

Noise	Constant – more than 66%
Vibration	Seldom – less than 5%

Hazards

Mechanical	Seldom – less than 5%
Explosive	Seldom – less than 5%
Electrical	Seldom – less than 5%
Radiation Exposure	Seldom – less than 5%
Burn Exposure	Seldom – less than 5%
Other Hazards	Seldom – less than 5%

Atmospheric Conditions

Fumes Exposure	Seldom – less than 5%
Mists Exposure	Seldom – less than 5%
Odors Exposure	Seldom – less than 5%
Gases Exposure	Seldom – less than 5%
Dust Exposure	Seldom – less than 5%
Other Atmospheric	Seldom – less than 5%

Protective Clothing and Devices

Not Applicable

Work Environment

Inside	100%
Outside	0%