

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **THE LEARNING CENTER RECEPTIONIST**

SUPERVISOR: Director of the Learning Center

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Computer skills.
3. Working knowledge of office equipment.
4. Telephone skills
5. Excellent communication skills.
6. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Prepare materials to advertise upcoming events in order to promote the Learning Center activities.
2. Maintain the Calendar of Events for the Learning Center to aid internal and external communications.
3. Maintain payroll records and process time cards so the Learning Center staff are compensated in a timely manner.
4. Coordinate and direct efficient operation of incoming calls, and take detailed messages in order to maintain communication with the Learning Center staff.
5. Keep apprised of district rules, regulations and policies to ensure that the proper information is being communicated to the public.
6. Greet visitors, ascertain nature of business, and conduct visitor to appropriate areas in order to promote public relations.
7. Perform mail preparation, handling and distribution for the purpose of ensuring that the community is properly notified.
8. Operate office equipment and machines for the purpose of ensuring the efficient and effective functioning of the Learning Center.
9. Assist the Director of the Learning Center as needed for the purpose of enhancing the district's mission.
10. Communicate effectively and work cooperatively with school district staff and community members to ensure a positive work environment.
11. Maintain school inventory; manage requisitions; monitor supplies; issue requests for maintenance so the Learning Center operates efficiently.
12. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.

13. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the Learning Center.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 07/21/2008