



## Job Description

<b>Position/Title</b>	<b>Main Office Assistant/Receptionist</b>
<b>Department</b>	Administration
<b>Reports To</b>	Administration
<b>Work Schedule</b>	Monday-Friday 7:30 am – 3:30 pm Beginning of August – End of May (10 month position)
<b>Purpose</b>	The purpose of this position is to be a welcoming and helpful presence for students, parents, faculty, staff, and visitors coming to Edgewood’s Main Office. This person will be responsible for making a positive first impression about EHS. This position will field questions, answer the main phone line, greet and direct visitors, and assist with other duties as assigned. The goal is to make students, families, guests and visitors feel comfortable and valued while in our school.
<b>Key Tasks and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Serve as first point-of-contact for greeting and assisting students, parents/guardians, and other visitors to EHS.</li> <li>• Answer all incoming calls and redirect them or take messages.</li> <li>• Check, sort, answer or forward all emails from our general email accounts and website.</li> <li>• Follow building security procedures and control building access by distributing/collecting visitor badges, maintaining sign-in sheets, etc.</li> <li>• Manage student late arrivals and work closely with Student Services to monitor student arrivals and departures.</li> <li>• Point of contact and communication for all school emergencies and medical help requests.</li> <li>• Update daily bulletin announcements electronically.</li> <li>• Manage school calendar (point of contact for reserving dates/spaces, enter information)</li> <li>• Accept and distribute letters, packages, other deliveries.</li> <li>• Keep the main office area tidy and presentable.</li> <li>• Provide clerical support to other areas, as requested.</li> <li>• Support and emulate the mission and values of the school.</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• Bending, stooping, sitting, climbing stairs.</li> <li>• Manual dexterity to use office equipment.</li> <li>• Visual acuity to read correspondence, computer screen.</li> <li>• Auditory acuity to be able to use the telephone and interact with visitors.</li> <li>• Ability to speak clearly and distinctly to co-workers, students, families and guests.</li> </ul>
<b>Skills, Knowledge and Abilities</b>	<ul style="list-style-type: none"> <li>• Strong communication and interpersonal skills to deal effectively with students, parents/guardians, co-workers and visitors in a friendly customer service-oriented manner.</li> <li>• Have a friendly and easy-going personality while also being perceptive and disciplined.</li> <li>• Good organizational and multi-tasking abilities.</li> <li>• Strong computer skills.</li> <li>• Proficient oral and written skills.</li> <li>• Ability to maintain confidentiality.</li> <li>• Represent EHS in a positive and respectful manner.</li> <li>• Flexibility with work schedule (occasional before or after-hours staff meetings).</li> </ul>

<b>Experience Preferred</b>	<ul style="list-style-type: none"> <li>• <b>Minimum high school diploma. Advanced education a plus.</b></li> <li>• <b>Google Suite Platform (Docs, Sheets, Forms, etc.)</b></li> <li>• <b>PowerSchool</b></li> <li>• <b>Microsoft Office skills (Word, Excel, Outlook)</b></li> <li>• <b>Previous experience in an educational environment preferred</b></li> <li>• <b>Active assailant training (will train)</b></li> </ul>
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**Mission Statement**

**Edgewood High School is a Catholic high school that educates the whole student for a life of learning, service and personal responsibility through a rigorous academic curriculum that embraces the Sinsinawa Dominican values of Truth, Compassion, Justice, Community and Partnership.**

**I have read the above job description and Mission Statement for Edgewood High School and have been given an opportunity to ask questions about the position's essential job functions. In compliance with the Americans with Disabilities Act, Edgewood High School will provide reasonable accommodations to perform essential job functions, where feasible and appropriate.**

**I would have difficulty performing one or more of the essential job functions for this position.**

**Yes**

**No**

**If yes, which functions?** \_\_\_\_\_  
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**Edgewood High School is an Equal Opportunity Employer.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_