

Job Title: Administrative Support I-Receptionist**Wage/Hour Status:** Non-Exempt**Reports to:** Campus Principal**Primary Purpose:**

The mission of Life School is to develop leaders with life skills through strong academics, character training, and partnerships with parents and the community.

In support of the Life School mission, the **Administrative Support I-Receptionist** will provide a full range of administrative support to functional departments and staff members with guidance from specified supervisor. The position requires a high-level of professionalism, written and verbal communication skills, strong work ethic, adherence to policies and procedure, maintenance of confidentiality, and work/project related flexibility.

Qualifications:**Education/Certification:**

High School Diploma or GED

Business office training preferred

Bachelor's degree or related certification preferred

Special Knowledge/Skills:

Related clerical and/or secretarial experience preferred

Strong computer and business skills

Strong organizational, communication, public relations, and interpersonal skills

Major Responsibilities and Duties:**Reception and Phones**

- Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
- Greet and direct campus visitors. Maintain visitor log and issue visitor passes.
- Assist parents in checking students in and out of school.
- Receive, sort, and distribute mail, messages, documents, and other deliveries.
- Prepare substitute reports and reconciliation on a daily basis.

Other

- Prepare and edit general correspondence, documents, and reports and handle information requests.
- Filing, word processing, spreadsheet data entry, photocopying/scanning documents and distribution of mail and faxes.
- Coordinate, schedule, and communicate meetings and events.

- Assist with special projects and preparation of meeting materials, including RSVPs, teleconference equipment, PowerPoint slides, handouts, binders, etc.
- Maintain distribution and contact lists.
- Serve as a resource to school staff, students, parents, and the public regarding school and district policies and procedures.

Compliance:

- Comply with policies established by federal and state laws, Texas State Board of Education rules, and board policy.
- Comply with all office, campus, and district routines, regulations, policies, and procedures.

Supervisory Responsibilities:

None.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer. Occasional districtwide travel to multiple work locations may be required.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Printed Name: _____ Signature: _____ Date _____

Supervisor Signature: _____ Date _____