

Escondido Union High School District Job Description

Job Title: Bilingual Receptionist (School Site)
Employee Unit: Classified Bargaining Unit
Job Family: Clerical and Administrative Support
FLSA Status: Nonexempt
Salary Level: 22
Approved By: Board of Education
Approved Date: 8/30/2011

NATURE OF WORK

Greets and directs visitors, students, parents and staff and provides clerical assistance to School Administrative Secretary.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Answers main telephone line and directs call or takes messages.

Greets and assists visitors, students, parents, and staff, and directs them to the appropriate department.

Uses intercom to page students and staff or to make announcements.

Types, copies and distributes daily bulletin; updates information to website as needed.

Provides English/Spanish translation, including documents and correspondence, for various departments.

Distributes intra district and U.S. mail.

May be assigned specific responsibilities such as typing certificates, scheduling parent conferences, training and supervising office assistants, ordering and distributing supplies, etc.

Maintains various files, such as Reunion Lists, Volunteer Lists, Use of Facilities and facility use calendar.

Assists in checking substitutes in and out as needed.

Assists in obtaining in-house substitutes for partial days, as requested.

Provides clerical assistance to School Administrative Secretary and other staff as requested.

Provides assistance to teachers, administrators by performing routine clerical tasks, such as typing letters, maintaining records, filing.

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.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); additional courses in office procedures or two years clerical experience; six months in an educational setting.

KNOWLEDGE OF:

Operation of telephone switchboard; telephone techniques and etiquette; correct Spanish and English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy; computer applications, including Microsoft Word, Excel, GroupWise.

ABILITY TO:

Operate an assigned switchboard at a high school site office; perform receptionist duties; provide information in a clear and understandable manner; receive the public tactfully and courteously; understand and follow oral and written directions; establish and maintain cooperative and effective working relationships with others; communicate effectively both orally and in writing in both Spanish and English; operate computers and learn new computer programs; apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Keyboarding certificate demonstrating 45 words per minute.
Valid California Drivers' License

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 sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

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 usually moderate.

COMMENTS

As the initial person with whom the public, parents, students and staff come in contact, individuals assigned to this position must present a courteous, helpful, friendly demeanor at all times, and must be neatly groomed and professionally attired. Provides assistance to other members of the administrative support team.