

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Receptionist / Assistant at the Administration Building

EXEMPT: No
SALARY LEVEL: Per Classified Policy – Classified Clerical
LOCATION: Plymouth Schools Administration Office
REPORTS TO: Office Manager
LENGTH OF WORK: 37.5 hours/week – 12 months/year (8:00 a.m. to 4:30 p.m. w/1 hour lunch)
(Confidential Employee)

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Maintain employment application files
2. Process criminal background checks, driving history, and Indiana Work Permits via the Internet
3. Maintain substitute teacher and substitute teacher aide applications, process as required by the corporation and distribute lists to schools and sub calling aide
4. Open and distribute incoming mail. Process outgoing mail and take to the post office each work day
5. Process student expulsion forms
6. Act as Notary Public for school corporation
7. Prepare Textbook Reimbursement Report and file via the Internet
8. Process overdue textbook rental accounts, do collection letters and report to attorney if uncollectible
9. Maintain files for Student Teachers
10. Record Conference Requests and Student Activity Requests for board agenda
11. Process and maintain a record of the Use of Facilities request forms for each building. This includes tracking insurance certificates and keeping a payment record
12. Assist in preparing and boxing ISTEP materials
13. Maintain Administrative Guidelines, Bylaws and Policies books
14. Process Michiana Behavioral Health Care information, ACP Group Home information, and Foster Care information for computerized billing
15. Distribute Classified and Certified leave requests
16. Back-up computer system in the p.m. on a daily basis.
17. Act as 1st back-up for distributing Superintendent's and Assistant Superintendent's outgoing mail.
18. Act as 2nd back-up for completing the back-up on the computer system in the a.m.

19. **Maintain Workman's Compensation paperwork which includes taking initial injury report, reporting to insurance agency, and complete OSHA's Form 300**
20. **Process Student Accident Reports**
21. **Prepare packets for new employees**
22. **Process minutes for weekly office meetings**
23. **Open and distribute interoffice mail**
24. **Prepare coffee daily, monitor/fill supplies in refrigerator as needed**
25. **Maintain school closing information for administrators**
26. **Maintain a positive relationship with other staff, parents, and students**

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function 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); or one to three months related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license - operator permit

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of school employees or parents.

MATHEMATICAL SKILL:

Accounting background with ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

Must be proficient in the use of computers for various office applications. Ability to type accurately at a minimum speed of 50 words per minute. Employee should also be able to use the machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work, i.e., copier, calculator, postage meter, laminator, binding machine, check folder, and other equipment as made available by the school corporation.

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 talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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.

The working environment is mainly indoors other than routine errands.

TERMS OF EMPLOYMENT:

Twelve months per year. Salary and benefits per Classified Policy.

EVALUATION:

An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.

Revised 4/10/06