



Position Title:	<u>MIDDLE SCHOOL SECRETARY / RECEPTIONIST</u>
Reports to:	Administrator
Evaluated by:	Administrator
Hours:	Part-Time, Mandatory Time-off (month of July, Christmas break, and Spring break)
Salary:	Hourly, 20 Hours Per Week
Workspace:	Middle School Office

Qualifications Required:

1. Friendly, outgoing personality who enjoys working with students, their parents and a wide variety of people.
2. Ability to perform multiple tasks or situations simultaneously.
3. Strong organizational skills
4. Able to handle many situation simultaneously
5. Proficient computer skills; knowledge of Microsoft Office Suite and good understanding of Google+ programs.
6. Current certificates for first aid, CPR, AED, and EPI Pen training.
7. Has some previous office experience
8. Loyal and supportive of The Potter's House mission

Primary Job Responsibilities:

1. Public Relations
 - a) Greet and assist guests, volunteers, staff, and students entering the middle school office
 - b) Answer phone calls / take messages
2. Student Records / Assistance
 - a) Attendance - Call families in regards to absence if they haven't notified us, report attendance daily to administrators and teacher and Main Office Secretary for health department records.
 - b) Distribute and keep records of medications
 - c) Maintain student and family records regarding emergency contacts and student health notices
 - d) Address student needs as sent to the office by the parent or teacher
 - e) Maintain family distribution list and aid in passing along to teachers materials that need to go home with students.
 - f) Record student discipline information and provide regular reports to administration

- g) Work with administrator to enter student and teacher schedules into school management system.
 - h) Prepare student progress reports and process quarterly student report cards
3. General Office
- a) Distribute mail from main office to teacher mailboxes
 - b) Maintain office appearance (clean & straighten) including refrigerator and coffee area
 - c) Maintains copy machines: calls for repairs and orders supplies as needed
4. Secretarial
- a) Prepare daily bulletin information for teachers and students including communication regarding choir and sports team events
 - b) Communicate 4th through 8th grade information for the school home bulletin
 - c) Work with teachers and administrator on class trip registrations, itinerary, financial accounts and spending money and chaperone information.
 - d) Coordinate class trip fundraising for 4th through 8th grades and keep record of student accounts
 - e) Work with administrator and 8th grade teachers to plan 8th grade graduation
 - f) Assist with school activities and extra-curricular activities including but not limited to: New Family Orientation, Parent Teacher Conferences, Mandatory Parent Night, MLK Day, RIDE, GRASP, Summer Learning Program, various summer camps and sports camps.
 - g) Type documents or reports, mail or fax information, or research and report as assigned by Administrator
 - h) Special projects as assigned by Administrator

The above statements are intended to describe the general nature and level of work being performed by the person assigned to these positions. They are not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of personnel so classified.