



THE POTTER'S HOUSE JOB DESCRIPTION

Position Title:	HIGH SCHOOL RECEPTIONIST/SECRETARY
Reports to:	High School Principal
Department:	High School Office
Hours:	Full-Time; High School Calendar; 7:30AM-4PM (30-minute lunch)
Exempt/Non-Exempt:	Non-Exempt
Salary:	Hourly, not to exceed 40 hours per week
Benefits:	As offered per personnel policies
Position Category:	Receptionist/Secretary
Position Calendar:	School Schedule, starting August 1 through June 30

Qualifications Required:

1. Loyal to and supportive of The Potter's House mission.
2. High School Diploma.
3. Bachelor of Arts (preferred).
4. Spanish speaking bilingual (required).
5. Friendly, outgoing personality who enjoys working with students and a wide variety of people.
6. Ability to perform multiple tasks or situations simultaneously.
7. Strong organizational skills.
8. Proficient computer skills; knowledge of Microsoft Office Suite and good understanding of Google+.
9. Current certificates for first aid, CPR, AED, and EpiPen training.
10. Office experience (preferred).

Primary Job Responsibilities:

1. Attend and participate in morning prayers.
2. Public Relations
 - a) First contact—warmly greet and assist students, staff, parents/guardians, and visitors entering the high school office.
 - b) Answer phone calls, take detailed messages, relay messages to students as needed, and transfer calls to staff voicemail.
 - c) Building security—report issues to authorities as necessary, animal control, and/or suspicious activity.
 - d) Supervision of students in the main office area.
 - e) Appropriately maintain and secure confidential records and inquiries. Professionally represent the school in all interactions with parents, community, students, and staff.
 - f) Oversee student immunization reporting to the state through MCIR, submit weekly CDC reports to Kent County Health Department, schedule annual vision and hearing screening.
 - g) Liaison for maintenance and custodial companies; contact companies for service as needed.
 - h) Create and maintain high school calendars for room usage, building rentals, high school devotions.
 - i) Schedule parent and student appointments for administrators and admissions tours.
3. Student Records /Attendance
 - a) Oversee daily attendance entries and reporting in the school management program.
 - b) Call parents/guardians of students with unexcused absences and record the reasons in the school management program.

- c) Attendance reporting to KCTC.
 - d) Maintain student and family records regarding emergency contacts and student health notices.
 - e) Address student needs as sent to the office by the parent or teacher.
 - f) Report attendance issues to Assistant Principal.
 - g) Maintain a family distribution list and aid in passing along to teacher's materials that need to go home with students.
 - h) Prepare student progress reports and process quarterly student report cards.
 - i) Prepare parent mailings and communications.
4. General Office
- a) Administer medications and maintain an accurate log of distribution.
 - b) Distribute daily incoming mail and coordinate outgoing mail procedures.
 - c) Foster communication within the building, to and from parents, and between schools as appropriate.
 - d) Inventory, order, receive, and distribute school supplies.
 - e) Assist with mailings to school families throughout the year.
 - f) Bookkeeping for the petty cash account.
 - g) Maintain office appearance (clean & straighten) including refrigerator and coffee areas.
 - h) Maintain office machines: call for repairs and order supplies as needed.
5. Specified Procedures
- a) Zero Hour, 8th Hour Detention Schedule, and Newport watch schedules.
 - b) Data entry of student locker assignments in school management program.
 - c) Create an annual staff devotion schedule.
 - d) Create an annual staff birthday celebration calendar.
 - e) Scheduling of senior and freshman lunches with the superintendent.
 - f) Oversee refreshments for various meetings: weekly staff meeting, annual parent meeting, graduation, student advisory meetings, etc.
 - g) Coordinating parent volunteers to help with graduation reception.
 - h) Scheduling annual events: picture day, vision, and hearing screening, etc.
 - i) Special projects as assigned by Administrators.
6. Responsibilities for Student Life Director
- a) Manage all the funds for May Term, trips, and fundraisers.
 - b) Planning the fundraisers, gathering a team to run the fundraiser, ensuring all needed items are purchased, creating signups for volunteers, and donations.
 - c) Maintain records for fundraisers - order forms, money turned in, who picked up, etc.
 - d) Attend the fundraiser event(s).
 - e) Make reservations for trips - rental cars, hotel rooms, campsites as needed.
 - f) Ensure needed retreat items are available for all 8 high school retreats.
 - g) Schedule fall retreats and reserve locations if needed.
 - h) Maintain income and expenditures for the Student Council.
7. Responsibilities for Assistant Principal
- a) Maintain detention list and attendance/completion of attendance.
 - b) Call students down upon request to talk with the administrator about missed detentions.
 - c) Track students who have more than 4 detentions in a quarter for Saturday School.
8. Responsibilities for Athletic Director
- a) Fill in as a trainer as needed.
 - b) Cover book/board as needed.
 - c) Create Sign-up genius for volunteer slots to work at games.
 - d) Assist with apparel orders.
 - e) Schedule all safety drills in the fall.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This Job Description has been reviewed for accuracy by administration and HR and is compliant with EEOC and ADA requirements.

Employee: _____ Date: _____