

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: CLASSIFIED/SUPPORT
EMPLOYEES

TITLE : JOB DESCRIPTION –
FRONT OFFICE

ADOPTED: JANUARY 15, 2015

REVISED:

504.2 D JOB DESCRIPTION – FRONT OFFICE

This clerical position requires a person that is professional in their work. The person must work at a reasonable rate of accuracy and speed, communicate well with others, deal with situations in a positive manner, complete assignments independently, and show adequate general office skills and computer skills.

Daily Office Procedures

1. Greet visitors and direct them to meeting room or to staff member they are here to see.
2. Answer telephone and handle accordingly.
3. Type daily bulletin with lunch menu, announcements from staff and community, sporting events, and student absentees. Email bulletin to staff.
4. Open, sort, and distribute mail.
5. Receive all UPS and FedEx packages and deliver to recipient.
6. Receive and process office folders from teachers. This includes daily excuses, bus passes, copies, and teacher requests.
7. Locate students throughout the day for early dismissal, etc.
8. Make PA announcements as needed.
9. Receive, distribute, and send faxes.
10. Maintain sign-in sheets for itinerants and parent volunteers. Responsible for keys and key sign out for itinerants.
11. Maintain the monthly events calendar on the back of the lunch menu.
12. Maintain calendar of events on board in front office for staff.
13. Type and send out announcements, correspondence, and confidential letters regarding staff and students. Keep a file of all correspondence and memos.
14. Contact Xerox to order supplies and to place service calls for copy machines located in front office, guidance office, and high school office. Make copies of materials as requested by teachers.
15. Maintain front lobby bulletin board.
16. Maintain front office and lobby plants.

Phone Calls

1. Take and deliver phone messages for students and teachers.

State Attendance Registers

1. Import morning attendance from classroll. Call teachers who have not taken morning attendance by 8:30.
2. Maintain student attendance records in Prosoft. Record the daily absentees, keeping a record of excused, unexcused, and illegal absences. When a student has accumulated three illegal days, the school nurse is notified so she may send out a first notice. Record early dismissals and late arrivals.
3. Maintain a record of all students arriving late. Run tardy report weekly to keep principal notified.
4. Keeps accurate information concerning address, phone numbers, and emergency contacts for every student.
5. Maintain file folders in front office for every student.
6. At the end of school year, box all student excuses and sign out logs for storage.
7. Keep open communication with Somerset County Technology Center regarding vo-tech students' attendance.

Programs

1. Schedule rooms (LGI, gym, cafeteria, etc.) for conferences, meetings, and programs.
2. Maintain a guest sign in for all visitors attending programs during the school day.

Students

1. Write passes (late slips, bus passes, dismissals, phone messages, etc).
2. Relay messages to students, teachers, and staff members.
3. Administer first aid whenever nurse is unavailable. Provide such things as safety pins, tissues, cough drops and bandages.
4. Schedule and organize the student pictures with Inter-State Studios. Announce for classes to get pictures taken. Contact Inter-State Studios with any errors.
5. Keep track of all student birthdays and distribute stickers and pencils to elementary birthday students.
6. Keep a copy of all field trip permission slips in student file.
7. Keep records of all educational trips taken throughout the school year. Have principal sign form. Create and update spreadsheet with students name, dates of trip, trip location, and whether or not we have received a 1-2 page report.
8. Maintain student-parking assignments. Collect all new drivers' forms, copy drivers license, and keep on file throughout the school year.
9. Maintain the lost and found. Set up tables in the lobby on parent teacher conferences days and announce in bulletin.

Teachers

1. Oversee the lamination of materials and photocopying requested by teachers.
2. Keep track of all faculty birthdays to place in bulletin.
3. Keep a supply of requested forms (absentee, early release/late arrival, bulletin, building/equipment in use, travel reimbursement, custodial work orders, etc) and distribute as needed.
4. Supply teachers with homeroom attendance sheets, student addresses, phone numbers, birthdates, parent information, etc.
5. Maintain teacher-parking assignments.

Teacher Supplies

1. Maintain office supply closet.
2. Maintain Staples accounts and staff supply orders.
3. Check supplies as they come in for completeness and distribute accordingly.

Non-school entities

1. Act as a go-between with non-school entities such as PTSO, Cub Scouts, Girl Scouts, Confluence Area Ball League, Confluence Lending Library, and many others by scheduling rooms, photocopying and distributing flyers, putting announcements in bulletin, etc.

School Reach

1. Input all student and faculty data into Excel Spreadsheets. Update when necessary.
2. Create and record all broadcasts (delays, early releases, snow days, upcoming events, etc).
3. Create templates for special phone lists (athletes, band, chorus, bus routes, etc).
4. Upload absentee list and send out daily attendance call to parents regarding student absence.
5. Contact School Reach representative with any problems.

Transportation

1. Collect and prepare all bus passes.
2. Maintain communication with bus drivers and transportation office via radio.
3. Remain at school, as needed, to ensure all busses have delivered students. If students are undelivered, remain at school with student(s) until parent or person who has received parent permission to pick student up arrives at the school.

Other

1. Attend meetings as designated.
2. Confer with Principal, Superintendent, and teachers to improve procedures.
3. All other duties as assigned.

Summer Work

1. Inventory supply closet.
2. Sort student's excuses, documents, etc. File grades together and label.
3. File Educational Trips, log in/log out and student attendance and Daily Bulletin's together and label.
4. Redo bulletin boards (front lobby, P100 board and front office).
5. Handle Purchase Orders-make purchase order, order from company, inventory order when received, distribute.
6. Order Xerox supplies as needed for following school year.
7. Help assemble High School Handbook.
8. Coincide Turkeyfoot and Somerset County Vo-Tech calendars, copy, ready to distribute. Send with August send home packet.
9. Update teacher room signs or make any for new teachers.
10. Update School Reach, with fall sports roster also.
11. Make August and September calendars.
12. Acquire homeroom lists-make folders for new students.
13. Copy various papers.
14. Complete "big" calendar and desk calendar with school year events.
15. Help with August send home packet.