

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 3/21/2019



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**Recognition:**    Students                       Staff                       Parents  
**Information:**    Building Report                       Old Business                       Superintendent's Report  
**Action:**    Resignation                       Hiring                       Contract Service Agreements  
                     Travel Out-of-State                       Travel In State                       Approvals  
                     Termination                       Legal Matters                       Other:  
This action request pertains to    Elementary (only)                       High School/District Wide

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**Date:**   3/18/19

**To:**        **Corrina Guardipee Hall**  
                    Superintendent

**From:**   John E Salois  
                    Title:   Human Resources Director

**Subject:**   **Create High School Receptionist Position**

**Description:** The administration is recommending the creation of a receptionist position for the high school beginning in the 2019-2020 Academic Year. The position will be a classified position to provide support to the high school office and building principal

**Financial Impact:** L2, \$14.76, \$15.37 after successful probationary period, plus benefits (\$22,994+benefits \$4,139+insurance \$12,696=\$39,829).

**Funding Source (Budget/grant, etc.):** Salaries, plus benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

**Attachment(s):** See attached Job Announcement

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

DRAFT

**Browning Public Schools  
High School Receptionist  
JOB DESCRIPTION**

Effective:

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187 Day position 1.0 FTE

***Summary of Functions***

This position is responsible for the day-to-day operation of the receptionist/switchboard area. Also provides clerical support to the High School office.

***Essential Duties and Responsibilities***

- 1) Switchboard – Answers the switchboard for the school. Routes callers to appropriate employee. Responds personally to routine or procedural questions. Refers others to supervisor or appropriate staff member. Takes messages as required. Calls phone company to report problems with switchboard. Maintains all district telephone extensions. Maintains an attractive and comfortable reception area.
- 2) Visitors – Meets and greets the public. Directs to appropriate person or location. Answers routine inquiries. Reports visitors who bypass the reception desk or those who appear suspicious.
- 3) Correspondence – Uses word processing software and printing equipment to create, copy, edit, store, retrieve and print a variety of documents. May use database or spreadsheet software to enter, retrieve, revise, sort or calculate and retrieve data for reports. Processes incoming correspondence as instructed.
- 4) Meetings – Makes arrangements for meetings, including time, space and equipment. Assembles background material for supervisor and/or coworkers. May be required to record and transcribe minutes for various meetings.
- 5) Forms – Distributes School/District forms.
- 6) Mail – Receives and routes incoming mail for the office.
- 7) Procurement – Secures needed equipment, services, and supplies for office. Maintains office supplies, publications, etc.
- 8) Payroll – Distributes payroll checks. Also assists payroll in securing signatures on timesheets.

- 9) Personnel – Provides clerical support to the Principal's Office. Such duties include inputting of data, writing letters, mailings, filing, etc.
- 10) Other – Performs such other functions as may be necessary to the work of the office. Maintains confidentiality regarding staff and students.

### ***Organizational Relationships***

Supervised by and reports to the High School Principal.

### ***Qualifications***

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- ❑ High school diploma or equivalent.
- ❑ One (1) year of education and/or experience in secretarial science/office management.
- ❑ Proficient with desktop computers, preferably Microsoft operating system.
- ❑ Knowledge of office procedures in order to assist supervisor(s) and other staff in expediting the work of the office.
- ❑ Knowledge of and experience in operating office equipment including fax, copier, calculator, and typewriter.
- ❑ Knowledge of grammar, spelling, punctuation, and prescribed formats.
- ❑ Skill as a qualified typist/word processing.
- ❑ Ability to record and transcribe minutes.
- ❑ Good communication and organization skills.
- ❑ Ability to work with others and without close supervision.
- ❑ Ability to focus on work despite office interruptions.
- ❑ Good work habits.

**Desirable Qualifications** – Experience in school operations/office work.