



## FOLEY PUBLIC SCHOOLS

### JOB DESCRIPTION

**Job Title:** Greeter/General Secretary  
**Revision Date:** Summer 2021  
**Last Classification Review:** 10/11/2021

**Exempt Status:** Non-Exempt  
**Department:** FIS(80%) & District Office(20%)  
**Reports To:** Principal

#### **Job Summary:**

Under the direction of the Principal and the District Business Manager, the Greeter/General Secretary is responsible for performing a variety of customer service, clerical and recordkeeping functions for the office assigned to include such representative tasks as: providing general information and direction to students, parents and staff coming into the main building office; track and record student attendance throughout the day, issues passes to students; collects all monies and fees turned into the building office, assist with substitutes; maintain all packets of information for new families in office, distribute mail daily, provides backup and coverage in the health office; and other related tasks as assigned.

Essential duties outlined below are intended as “*representative*” or “*illustrative*” examples of the level, nature, decision-making and general expectations of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

#### **Supervisory Responsibilities:**

***Direct Supervision:*** None

***Indirect Supervision:*** None

#### **Essential Duties and Responsibilities:**

- Performs general customer service and receptionist functions for the Intermediate school. Performs such duties as:
  - a) Provides support and assistance to students, parents, and staff at the building office window. Assists them with daily passes, accepting monies, and/or providing general information.-FIS
  - b) Performs general recordkeeping and file maintenance over personnel files and payroll folder.-District Office
- Collect monies turned into the FIS office. Processes, tracks records monies into Infinite Campus.
- Provide recordkeeping support for the finance office to include such representative tasks as:-District Office
  - a) Place volume purchase orders for District departments. Prepares and submits purchase orders. Tracks and verifies the receipt of all orders and distributes items to appropriate departments
- Enters Payroll timesheets into the SMART system.- District Office
- Enters all District Office purchase orders.- District Office
- Monitor all incoming visitors-using the Raptor system

- Serves as a backup to the Health Aide in the Health Office during breaks or absences. Assists students with health needs in accordance with health office procedures and routines.
- Provides support to the Dean of students by entering disciplinary reports into the student records system and submitting annual disciplinary and suspension reports to the Department of Education and track unexcused tardies of students.
- Prepare Open House folders- fall time
- Organize and label student folders and files.
- Maintain sub keys daily when used and returned.
- Prepare sub folders for next day substitutes.
- Maintain all staff sub folders.
- File final report cards in student records.
- Track all teachers request replies in the spring.
- Update bus/Transportation information-given to us by the transportation secretary.
- Move 8th Grade student files and bring them to High School in the spring.
- Performs other duties of a comparable level or type, as required.
- put away and organize office supplies

### **Minimum Qualifications:**

Requires a minimum of High School Diploma and 1 year of prior office support or customer service experience required and/or a combination of equivalent education and experience to perform the essential duties of the job.

### **Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:**

- Fundamentals of general office procedures and practices.
  - Knowledge of office etiquette and customer service procedures and routines.
  - Fundamentals of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems.
  - Basic fundamentals of computer operation and use.
  - General knowledge and use of such equipment as intercom system operation, duplicating equipment, , postage machines, computer applications for data entry or file/record maintenance, calculators, and other general office equipment.
- Familiarity with general office productivity software (e.g., word processing, spreadsheet, presentational software, email programs, etc.)

### **Essential Skills Necessary To Perform The Work:**

- Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette, confidentiality, and informational assistance in dealing with employees, students and the public.
- Basic math skills needed to add, subtract, multiple and divide units of measure using whole numbers, fractions and/or decimals.
- Using and operating computers and applying office productivity software for basic word processing, file maintenance

- and data entry.
- Performing duties and tasks that require considerable attention to detail, precision and accuracy in recording, entering, tracking or performing record maintenance activities.
- Ability to learn and apply building office routines, recordkeeping and office procedures.
- Ability to learn and operate district custom applications and district software ( e.g., Infinite Campus, Point of Sale software) used in maintaining office records, files, lists, financial data, student records.
- Operating and using general office requirement including, copiers, computers, internet, telecommunications equipment and voice mail.

### **Work Environment:**

Work is performed typically in a school office setting. Work environment presents minimal risks or hazards associated with the work.

### **Physical Job Requirements:**

Employee is continuously required to talk and hear and use hands/fingers dexterously; frequently sits; intermittently stands, walks, reaches with hands and arms, stoops, kneels, and crouches in the performance of the job. Exerting up to 10 lbs. pounds of force occasionally and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Department Head's Signature**

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**Date**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

*The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*