



Home of the Eagles!

GILPIN COUNTY SCHOOL DISTRICT

10595 Highway 119
Black Hawk, CO 80422
(303) 582-3444

Job Title: District Receptionist and Secretary
Prepared Date: July 1, 2017
Work Year: 165 days
Department: District Office
Reports to: Superintendent

SUMMARY: Serves as District Receptionist and Secretary, providing comprehensive confidential administrative support to the Superintendent of Schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- D 30% Serves as district receptionist, providing safety and security with building check-in and check-out during the school day. Greets and interacts with District parents, community patrons, visitors and vendors. Receives and directs incoming telephone calls and directs inquiries and messages to proper destinations throughout the district. Frequently is the contact for parent/patron concerns/complaints and must be professional, calm, and remain neutral during sometimes hostile and/or hysterical conversations. Requires patience, skill, and tact to resolve the issues or to refer these calls to the appropriate administrator(s) for attention and resolution.
- D 30% Serves as the communications secretary and assists the Superintendent with all District Communication needs. Create email and other communication methods on a routine basis and during emergencies for parents, patrons, and the media. Maintains and updates the District website. Maintains and updates the District Events Calendar.
- D 30% Serves as the Human Resources secretary and assists the Superintendent with all District Human Resource needs. Processes and procedures include, but not limited to, maintaining personnel records for employees, medical leave files, and volunteer files, performing background checks, entering data into the management system, and submitting state and other required reports. Daily point of contact for substitute workers and volunteers.
- D 5% Provides general support to the Superintendent, which includes, but is not limited to, arranging appointments, managing building use requests, arranging individual student and class photos, filing, sorting mail, receiving and shipping packages, performing data entry, scanning duties, ordering and organizing materials and supplies, and supporting special events.

Ongoing 5% Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

EDUCATION AND TRAINING: High school diploma or equivalent, plus specialized technical courses in computer applications, business, vocational school, or community college related to trade or skill. Specific courses include office procedures, typing and keyboarding. Bachelor's Degree in Education, Business, or Communications/Marketing preferred.

EXPERIENCE: Over two years, and up to and including three years experience in front office, customer Service and bookkeeping. Relevant experience in Education, Business, or Communications/Marketing preferred.

SKILLS, KNOWLEDGE, AND EQUIPMENT: Basic math, writing, communication, and accounting skills. Basic knowledge of modern office practices and procedures, basic computer skills (word processing, database management, spreadsheets, 55 wpm). Ability to meet public in positive manner in person, display skills for establishing interpersonal relations with co-workers, staff, and district patrons. Operating knowledge of copier, fax, and printer required at hire.

CERTIFICATES, LICENSES, & REGISTRATIONS: None required; notary public commission preferred.

SUPERVISION/TECHNICAL RESPONSIBILITY: This job has no supervisory responsibilities.

JUDGEMENT AND DECISION MAKING: Work is assigned by Superintendent. This position requires application of position knowledge to efficiently handle incoming calls and visitors to the building. Work is guided by Gilpin County School District policies and procedures, state and federal laws. Decision making requires collaboration with the Superintendent.

SAFETY TO SELF AND OTHERS: Medium exposure to self to repetitive motion or stress due to extensive keyboarding. Low exposure to self to bruises and cuts due to minor office accidents (paper, cuts, bumping into furniture).

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel, talk or hear. The employee frequently is required to sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and color vision.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. Frequently required to coordinate, analyze, copy and compute.

EQUAL OPPORTUNITY EMPLOYER: Gilpin County School District RE-1 is an equal opportunity educational institution and shall not discriminate on the basis of a person's race, color, national origin, religion, sex, age, disability, sexual orientation, genetic information, or any other applicable status protected by federal, state, or local law. For information regarding civil rights or grievance procedures, contact Superintendent, Gilpin County School District RE-1, 10595 Highway 119, Black Hawk, CO 80422, 720-562-3100, or contact the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, Suite 310, 1244 Speer Boulevard, Denver, CO 80204, 303-844-5695.