

DELANO UNION SCHOOL DISTRICT
Expanded Learning Opportunity Program Receptionist

Job Summary

Under the supervision of the Superintendent or designee, the Expanded Learning Opportunity Program Receptionist performs ongoing tasks associated with the Expanded Learning Opportunities Program (“ELOP”) at a school site. Duties include record keeping, routine clerical operations, program-related communications, acting as a liaison between parents and staff, and other related duties as assigned.

Major Duties and Responsibilities

Communicates with parents/guardians, assists in preparing purchase orders; assists with student attendance; collects and files applications, rosters, and other program-related records.

Qualifications

Ability to work effectively with staff, students, parents, and the public. Ability to understand and follow written and oral instructions. Must have the ability to make good decisions and work independently with minimal supervision; possess good human relation skills, integrity, courtesy, good judgment, professional appearance, and dependability. Bilingual-biliterate skills required. Bilingual is defined as earning a passing score on both the district bilingual oral and written skills test. Skill and accuracy in oral and written communications required.

Experience

Prior experience performing responsible or comparable duties in related fields is preferred.

Education

High school diploma or G.E.D. required. College degree (associate of arts or equivalent) preferred. A passing score on a District-administered test of basic education skills is required.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Courteously and professionally greets and directs guests at the school site; answers telephone calls, and provides information to parents, staff, and the public in relation to ELOP.
2. Receives, records and provides messages to appropriate staff and students.
3. Gathers, computes, and compiles information.

4. Maintains accurate student data records associated with ELOP.
5. Notifies administrators and staff of issues and activities requiring attention.
6. Establishes and maintains a calendar of meetings, events, appointments and deadlines.
7. Produces letters, notices, announcements, student rosters, and a variety of other documents in a timely and accurate manner.
8. Maintains predictable and regular daily attendance at work site, and maintains a neat appearance suitable for student and public contact.
9. Assists students in their needs.
10. Administers first aid to students as needed.
11. Performs other related duties as assigned.

ESSENTIAL PHYSICAL FUNCTIONS OF THIS POSITION

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

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|----|------------|-----------------|----|---------------|-----------------|
| 1. | Seldom | = Less than 25% | 3. | Often | = 51 - 75% |
| 2. | Occasional | = 25 - 50% | 4. | Very Frequent | = 76% and above |
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|----------|----|--|
| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>2</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students. |
| <u>4</u> | d. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | e. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>3</u> | f. | Ability to bend and twist, stoop, kneel, run and crawl. |
| <u>2</u> | g. | Ability to lift 20 lbs. |
| <u>2</u> | h. | Ability to carry 20 lbs. |
| <u>4</u> | i. | Ability to operate office equipment. |
| <u>3</u> | j. | Ability to reach in all directions. |

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Participates in meetings, trainings, workshops, and District and school site collaborative forums.

2. Gives, understands, and carries out oral and written directions; works effectively in challenging situations and in changing conditions.
3. Effectively operates the student information computer software.
4. Prioritizes and schedules work; meets timelines and schedules.
5. Maintains and establishes appropriate confidentiality of materials.
6. Other related duties as assigned

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Board approved: 11/07/2022