

WESTERN SIERRA CHARTER SCHOOLS

POSITION DESCRIPTION

Position: Receptionist/Office Assistant

Classification: Classified

FLSA: Non-Exempt

Reports to: Administrative Secretary and Administration

Range: \$11.15 - \$17.39

Western Sierra Charter Schools (WSCS) is committed to three foundational principles. First, parents are to be active leaders in their child's education. Secondly, each student's academic program is personalized to meet the needs of that individual student. Finally, WSCS is committed to maintaining high expectations of excellence in both academic rigor and personal conduct for students, parents and faculty.

WSCS operates two charter schools. Mountain Home School Charter (MHSC), originally established in 1994 as the 63rd charter school authorized in California. MHSC is currently authorized by the Yosemite Unified School District in Madera County to serve the mountain community of Oakhurst as well as operating a resource center in Fresno to serve valley families looking for an alternative to the traditional K-8 seat-based schools. Glacier High School Charter (GHSC), also authorized by Yosemite Unified School District, was founded in 2002 for the purpose of creating a high school program similar in structure to MHSC's elementary program. GHSC shares a campus in Oakhurst and the resource center in Fresno, CA.

EDUCATION AND EXPERIENCE

Experience:

Three years of receptionist and/or secretarial experience preferred.

Ability to perform duties as described below.

Education:

High school diploma or equivalent

SUMMARY

To serve as the primary receptionist for the Fresno Resource Center main building; to provide a welcoming first contact for visitors, students, parents, and staff as they enter the building, to monitor main door and security cameras for visitors and deliveries, to receive and connect telephone calls, to direct visitors and provide information to callers and visitors, to perform varied clerical work of average difficulty, to help with supervision of main building, and to perform related work as required.

SPECIFIC RESPONSIBILITIES

1. Answer multi-line phone system, provide requested information, and transfer calls as needed.
2. Assist parents, students, and staff needs. (find supplies, check out books, work permits, transcripts)
3. Prepare documents and update documents as directed by supervisor.
4. Receive deliveries, track receiving, assist with barcoding curriculum, and distribute supplies.
5. Maintain field trip sign-ups, track payments.

6. Create and maintain class rosters as directed by supervisor.
7. Help with supervision of students safety.
8. Maintain office and student supplies.
9. Assist with ordering of materials.
10. Operates various office machines and equipment.
11. Performs other related duties as assigned.

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, organizational skills, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others. To believe in the mission and vision of Western Sierra Charter Schools.

Knowledge of:

Customer Service techniques and protocols.

The operation of multiple telephone lines.

Office methods and procedures.

Basic arithmetic.

Email communication.

Computer terminal/microcomputer operating methods and standard office software (Word, Google Docs, Excel, Google Sheets, etc).

English usage and spelling.

Ability to:

Perform responsible secretarial and clerical functions with speed and accuracy in spite of interruptions.

Work in an often noisy and busy environment

Operate a multi-line telephone, fax, computer, and other office equipment.

Perform general administrative support and record keeping work of average difficulty.

Make arithmetic calculations accurately.

Communicate effectively in English and speak tactfully and courteously with students, staff, and public.

Operate a computer terminal at a working level, use standard software and learn to use specialized database software.

Take and transmit messages.

Remember names and telephone numbers. Transfer callers.

Understand and carry out oral and written directions.

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking and 10% standing.

Establish and maintain effective and cooperative working relationships with school personnel and the public.