

**BARNSTEAD SCHOOL DISTRICT  
Secretary / Receptionist**

**TITLE:** Secretary / Receptionist

**QUALIFICATIONS:**

- Basic knowledge of office functions, computers and telephone skills.

**REPORTS TO:** Principal / Office Manager

**TERMS OF EMPLOYMENT:** Salary and benefits as established by the Barnstead School Board.

**HOURS:** 7 hours/day, 5 days/week, when school is in session for 180 days plus 20 additional days during the summer. Category II.

**EVALUATION:** Annual performance evaluation as established by the Barnstead School Board.

**ROLE RESPONSIBILITIES:**

- Sorts and distributes mail on a daily basis to the appropriate faculty/staff.
- Assists in recording incoming and/or placing outgoing calls to parents if students who will be absent from or tardy to school.
- Assist office staff with copying, collating, and distribution of correspondence as needed.
- Maintain visitor log.
- Screens visitors to the school and ensures that they have passes before entering the facility.
- Answers incoming phone calls and delivers messages to the appropriate faculty, staff and students with accuracy and in a timely manner.
- Use of office business machines as needed to accomplish requested task.
- Checking in of all incoming supplies and distribution to appropriate parties.
- Maintain and update records in the WinSchool student software program.
- Maintain, on a daily basis, the school Events Line and Homework Hotlines.
- Assist students when needed.
- Performs any additional duties requested by the Principal or Office manager.

(Adopted: 05/21/02)

(Revised: 11/17/04)

(Adopted: 11/23/04)