

**PIONEER CAREER AND TECHNOLOGY CENTER
27 RYAN ROAD
SHELBY OHIO 44875**

**JOB DESCRIPTION
RECEPTIONIST, ADMINISTRATIVE CENTER**

RESPONSIBLE TO: Assistant Director

GENERAL DUTIES: Perform office functions required of a receptionist in the administrative center, including operating the central telephone system, receiving and connecting calls.

SPECIFIC DUTIES:

1. Greet, welcome and assist visitors/staff/students.
2. Maintain daily teacher absences and distribute electronically.
3. Provide telephone service for staff.
4. Maintain Accountability Book, enter student discipline in computer and distribute information to administrators.
5. Call substitute instructors and prepare information packets as needed and inform substitute instructors of important information.
6. Send last minute substitutes to classes/labs as needed.
7. Be aware of school activities and conditions to appropriately handle questions as they arise and post information on office monitor.
8. Operate paging communication systems.
9. Handle emergency situations such as fire calls, irate parents, bomb threats, weather warnings, etc., to calmly gain the most information and handle the most effective way for the safety and health of personnel at Pioneer.
10. Sort and distribute mail as needed.
11. Assist with CTSO data and paperwork as needed.
12. Monitor students while they are in the office.
13. Assist with various duties in the absence of Director's Secretary.
14. Handle lost and found items.
15. Keep record and disperse faculty and daytime adult student parking stickers.
16. Enter student information in DASL.
17. Coordinate the completion of work permits for minors.
18. Type menu's for cafeteria and distribute to media.
19. Assist various departments with overflow projects.
20. Assist probation officers as needed
21. Perform other duties as assigned by the Superintendent and/or his/her designee.