

RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT  
Oakland, New Jersey 07436

JOB DESCRIPTION

Title: Administrative Assistant – Receptionist (Grade II)

Organizational Relationship: Reports to Office Manager along with the Assistant Principal

Primary Function

To perform reception duties for the Main Office as well as related clerical and secretarial duties.

Major Areas of Accountability

1. Perform administrative assistant and clerical tasks of a varied nature. Tasks will require a thorough knowledge of the rules and regulations of the schools and school system, and the frequent exercise of independent judgment.
2. Distribute mail and handle correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.
3. Act as a receptionist, greeting visitors, answering telephone calls in a professional and efficient manner, communicating effectively in routine, sensitive, and confidential matters.
4. Make announcements and operate the school intercom system.
5. Work cooperatively with all staff in other offices with the completion of large or time sensitive project or emergencies.
6. Keep track of postage on machine and prepare labels for mailings.
7. Provide completed student accident insurance forms to the nurse, parents, and file, as necessary.
8. Manage student sign in/sign out for late arrival and early dismissal, including any documentation and notes required.
9. Prepare weekly online bulletin and update school website.
10. Programs the exterior electronic school sign and keeps messages current.
11. Perform other related duties as may be assigned.

Qualifications:

1. High school graduate
2. Knowledge of automated office equipment and District computer technology
3. Excellent verbal and written communication skills

Terms of Employment:

Ten-month contract in accordance with contractual arrangement as approved by the Board of Education.

Approved:     May 22, 2017  
                  February 29, 2024