



### **Building Receptionist – Central School**

28 hours/week, non-union, at-will position

**Menominee County ISD is hiring an Elementary Building Receptionist for the start of the 2024-2025 School Year.**

#### **Position Summary:**

The Elementary Building Receptionist will serve as the first point of contact for students, parents, staff, and visitors, providing administrative support to ensure the efficient operation of the school office. This role requires excellent communication skills, attention to detail in a fast-paced environment.

#### **Required Qualifications:**

- Minimum of a high school diploma or equivalent
- Must pass all required background checks
- Proficient in use of all office equipment; including copiers, computers, laminators, and multiple software application data systems.

#### **Preferred Qualifications:**

- Associates degree or technical diploma/certificate in office information systems or related field.
- School office experience.
- Working knowledge of Pupil accounting, PowerSchool, MSDS
- Submit all state required reports for pupil accounting. Knowledgeable of all pupil accounting state compliance requirements and deadlines.

#### **Essential Responsibilities:**

- Greet visitors, answer phone calls, and respond to inquiries in a friendly and professional manner.
- Reception duties including answering phones, taking messages (distributing accordingly) handling parent concerns.
- Monitor door, ensure visitors sign-in and out.
- Student Records Management: Maintain accurate student records, including attendance, enrollment, and health information. Process student registration and withdrawal paperwork.
- Gathering and preparing appropriate attendance, student data and accounting information.
- Ability to perform required clerical work accuracy and within established timelines.
- Regular and reliable attendance.
- Ability to work efficiently under stressful situations with constant interruption
- Ability to perform clerical tasks with limited supervision
- Perform and organize a wide variety of clerical duties for administrators, teachers and support staff in an efficient manner
- Communicate with the public, using discretion and independent judgment, directing individuals to the correct person and efficiently resolving their concerns

- Experience preferred in using photocopiers and other office equipment, including computers and software programs, laminators, etc.
- Maintain professional appearance and demeanor.
- Calling/placing substitute teachers on an as-needed basis
- Ability to handle confidential information and high ethical standards
- Sort and classify incoming mail and other information for efficient disbursement to appropriate recipients.
- All other duties as assigned

**Physical Requirements:**

Employees must be capable of performing physical demands of the job, including but not limited to lifting, bending, stooping, squatting, and standing for long periods of time. Work environment has a raised noise level.

***This document is intended to describe the general nature and level of the work performed by those assigned to this job. This is not an exhaustive list of all duties and responsibilities. Administration reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.***

**Conditions of Employment:**

*Employment Date:*

Pending approval by the Board of Education and satisfactory completion of pre-employment background and criminal history checks. This program and related positions are conditional upon approval of Child Care program licensing. Start of the 2024-2025 School Year.

*Employment Type:*

9 month (135 days per year) school year position. Monday – Thursday.  
Hourly rate: \$12.38-\$17.93.

*Posting Date: July 10, 2024*

***Application Deadline: July 31, 2024***

***Send application to:***

Janene Salewsky – HR/Office Manager-Menominee County ISD  
1201 41st Avenue, Menominee, Michigan 49858  
careers@mc-isd.org

**Notice of Non-discrimination**

It is the policy of Menominee County Intermediate School District not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources/Office Manager, 1201 41st Ave, Menominee, MI, 49858. (906) 863-5665. MCISD is an E.O.E.