

ZANESVILLE CITY SCHOOL DISTRICT
JOB DESCRIPTION

TITLE:	RECEPTIONIST / AESOP MANAGER	REPORTS TO:	Director of Operations
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**TRAINING
QUALIFICATIONS**

- High school diploma or GED equivalency
- Pass a series of typing, word processing and grammar tests
- Have working knowledge of basic office procedures and the operation of common office equipment, machines and computers
- Previous experience as a secretary preferred
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REQUIRED SKILLS
AND ABILITIES**

- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
- Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them
- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts
- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions
- Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email

**PERSONAL
QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
- Is able to accept constructive criticism/feedback
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
- Is conscientious and assumes responsibility for ones own work performance
- Anticipates problems and unforeseen events and deals with them in an appropriate manner
- Demonstrates an ability to make proper decisions when required
- Demonstrates loyalty to the administrative team
- Possesses high moral character and a good attendance record
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
- Participates in appropriate professional organizations and their activities
- Maintains a calm attitude and sense of control at all times
- Maintains a high level of ethical behavior and confidentiality of information
- Possesses the ability to be flexible and adaptable to changing situations

JOB GOAL

To answer and direct call to the appropriate central office and district staff
 To assist administrators in securing substitute teachers throughout the school year

**WORK ENVIRONMENT
CHARACTERISTICS/
CONDITIONS**

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly children/adults
- Many situations that require hand motion, e.g., computer keyboard, typing, writing

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

POSITION NO. 4.70

- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

DUTIES AND
RESPONSIBILITIES

1. Assists departments and building personnel in securing substitutes for specific needs/requests
2. Monitors status of open assignments for substitute fulfillment
3. Maintains employee and substitute information, both skill set and personal information
4. Performs the task of acting as liaison/contact between AESOP and ZCS
5. Conducts ongoing training for employees and all substitute staff members on how to use AESOP
6. Works with Muskingum County Educational Service Center to maintain accurate substitute listings
7. Communicates with staff regarding user ID and pin numbers
8. Meets with coordinator of operations on as-needed basis
9. Updates web alerts on AESOP web page to all staff as needed
10. Performs other duties as assigned by the coordinator of operations
11. Answers and direct calls at the central office
12. Responsible for sending and receiving USPS, FedEx, and UPS packages and mail
13. Collate leave forms (Sick, Personal, Professional) with data collected from AESOP
14. Process work permits
15. Process SSI request forms
16. Monitor different news media for articles related to the district and collect the information
17. General secretarial duties as assigned

TERMS OF EMPLOYMENT	260 contract days
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