



Job Title: Receptionist/Clerk

Department: Teaching and Learning

Reports to: Teaching and Learning Operations Manager

Grade: CA-5

Number of Days: 12-month employee

Overtime Status: Non-exempt

Last Revised Date: June 6, 2019

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: Greets and directs incoming & exiting patrons; management of front office functions; organize front office and reception areas; maintain professional growth database; oversee Wilson Teaching & Learning Academy room reservations; oversee Wilson Teaching & Learning academy custodial needs

Minimum Qualifications:

Education:

- High school diploma or GED

Experience:

- Familiarity with Frontline Professional Growth preferred
- Familiarity with SchoolDude preferred

Specific Training/Skills:

- Basic computer skills including Microsoft Excel/Word/Outlook, and databases

Other:

- Strong organizational skills
- Pleasant personality
- Strong communication skills
- Positive attitude

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Greet incoming and acknowledge outgoing patrons pleasantly
- Answer all incoming phone calls to Wilson Teaching & Learning
- Ensure all non-Tulsa Public Schools patrons are logged appropriately
- Be familiar with all Tulsa Public Schools departments and staff
- Maintain a list of meetings and locations being held in the building
- Schedule Wilson Teaching and Learning room usage via the SchoolDude database
- Manage facility rentals for internal and external customers
- Manage Frontline professional growth database for the district
- Monitor security cameras
- Assist with emergency response scenarios and drills
- Perform clerical duties as assigned
- Establish a neat and organized work and front office/reception area
- Assume responsibility without direct supervision
- Exercise initiative and good judgment
- Demonstrates Tulsa Public Schools Core Values
- Works effectively and cooperatively with others in a team environment
- Perform other duties as assigned

Customer Contacts (Internal and External):

- Internal
 - All employees that may come to Wilson Teaching & Learning Academy
- External
 - All patrons that may come to Wilson Teaching & Learning Academy

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

-

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual

orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.