

**TITLE: SECURITY RECEPTIONIST
CATEGORY 2 PARAEducATOR**

QUALIFICATIONS:

1. High school diploma.
2. Possess a combination of clerical skills to include typing, filing, record keeping, data processing, etc.
3. Proven ability to work in a polite and friendly manner and relate to a variety of constituencies, including but not limited to: administrators, parents, teachers, students, other school staff and visitors.
4. Possess good communication skills both verbal and written as well as computer proficiency.
5. Demonstrated aptitude or competence for assigned responsibilities.
6. A sense of humor and a proven ability to work in a polite and friendly manner with all staff members, students, and with the larger educational community.
7. Such alternative to the above qualifications as the school department may find appropriate and acceptable.

REPORTS TO:

Building principal, Assistant principal and/or designee.

JOB GOALS:

1. To assist in the provision of security and protection for all students, staff and property in the building.
2. Provide a safe and supportive educational environment for all students and staff.

PERFORMANCE RESPONSIBILITIES: (include but are not limited to):

1. Shows initiative and responsibility in learning and maintaining building safety procedures as assigned.
2. Greets all staff, students, and visitors courteously, determines their needs, and directs or escorts them to the proper person and/or building location.
3. Answers visitors' questions and responds appropriately to other requests for information in a positive manner.
4. Maintains a log recording every visitor to the school and utilizes the computerized software for issuing passes to visitors.
5. Notifies appropriate administrative authority of any such situation requiring immediate or prompt attention.

**TITLE: SECURITY RECEPTIONIST
CATEGORY 2 PARAEDUCATOR**

6. Performs such other receptionist and visitor communication duties as may be assigned by building administration and/or designee.
7. Performs other duties or tasks and assumes other responsibilities as may be designated or assigned by immediate supervisors.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

TERMS OF EMPLOYMENT: *May vary; as currently practiced up to 7 hours per day; school calendar year.*

EVALUATION: *Performance of this job will be evaluated in accordance with procedures established by the School Committee on the evaluation of support personnel.*

SALARY: *Per current EAPC Paraeducator contract.*

Regional School Committee: **Plymouth School Committee - Updated**

Information: October 27, 1992	Information: January 22, 2018
Discussion: November 10, 1992	Discussion: January 22, 2018
Approved: November 10, 1992	Approved: January 22, 2018