

Normal Schedule: Monday through Friday 7:30 am-4:15 pm

Temporary Full-Time Charter School Bilingual Receptionist Position (Mid-September to Mid-Ma)

Reports to: Business Manager

JOB SUMMARY: Immediate Temporary Bi-lingual (Spanish/English) School Receptionist openings available at OCEAA, a K-8 charter dual-immersion, arts school in downtown Santa Ana. OCEAA (Orange County Educational Arts Academy) is working hard to close the achievement gap and create a culturally rich learning environment. This position is classed as temporary (covering a maternity leave). However, it is not uncommon for great people to stay on in other positions.

DUTIES AND ESSENTIAL JOB FUNCTIONS

Include the following. Other duties may be assigned:

1. Greet visitors warmly to the school, answer questions and ensure appropriate sign-in if visitor enters the building for any reason.
2. Translate documents from English to Spanish in an efficient and quick manner.
3. Communicate effectively with staff, students and parents in Spanish and English.
4. Answer the telephone and transfer calls or take messages and direct to appropriate individual.
5. Receive and distribute mail and packages.
6. Multitask as well as stay on task and concentrate with constant interruptions.
7. Perform administrative tasks as assigned by administration.
8. Prepare daily and weekly bulletins for parents and staff on a timely manner.
9. Render First Aid treatment to injured and ill students.
 - a. Sterilize, disinfect and bandage minor cuts, abrasions and burns
10. At times, may give prescribed medication specifically for students by medical authority.
 - a. Follow the controlled procedure closely
 - b. Contact parents, legal guardian or other responsible parties of ill or injured students
11. Work as a team player with staff.
12. Perform other tasks as assigned by immediate supervisor.

QUALIFICATIONS

1. A valid First Aid certificate issued by the American Red Cross, which includes CPR training
2. TB Clearance
3. High school diploma or GED with courses in general office procedure or an acceptable combination of education and experience.
4. Two years experience performing a variety of general office and clerical work
5. Knowledge of Principles, methods, and practices of First Aid
6. Bilingual in both English/Spanish required
7. Ability to read and comprehend simple instructions and memos
8. Ability to write simple messages
9. Ability to work with the public in a professional manner
10. Ability to be flexible and revise priorities based on requirements of school
11. Ability to handle upset children and adults in a kind manner.
12. Basic computer literacy
13. Ability to type 50 words per minute using both hands
14. Ability to sit, stand, climb stairs, lifting up to 25 lbs, bend, pull, push, carry, walk and operate equipment
15. Excellent organization, time management and follow-up skills.
16. Ability to work under minimal supervision.
17. Detail oriented.
18. Excellent customer service.

SALARY RANGE: \$11.00 - \$13.00

BENEFITS: Full time employment during term, Medical/Dental/Vision and Retirement (CalPers)

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have received and read my Job Description. I further understand that my job or position may change at any time with or without an updated job description and additional instructions from my supervisor/manager may substitute for an updated description. I further acknowledge that questions about my job, job description or job performance should be directed to my supervisor/manager or the Human Resource Department.

Employee Name (Please Print)

Employee Signature

Date

Supervisor Name (Please Print)

Supervisor Signature

Date