

Browning Public Schools
Board Agenda Request
Meeting To Be Held: July 28, 2026



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements
 ☐ Travel Out-of-State ☐ Travel In State ☒ Approvals
 ☐ Termination ☐ Legal Matters ☐ Other:
This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

Date: 07/20/26

To: Rebecca Rappold
 Superintendent of Schools

From: Beverly Sinclair
Title: Director of Human Resources

Subject: Approval: Updated Administration Receptionist Job Description

Description: Requesting approval for the updated Administration Receptionist job description. The job description has been revised to include duties that are currently being performed for the Business Office, ensuring the position accurately reflects its assigned responsibilities.

Financial Impact: N/A

Funding Source (Budget/grant, etc.): N/A

Funding Source:

Attachment(s): Job Description

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled:



Browning Public Schools JOB DESCRIPTION



Effective: December 1, 2003
July 28, 2026

Administration Receptionist/~~Business Office Administrative Assistant~~

Summary of Functions

Under general supervision, greets visitors and directs telephone calls to the district administration building using appropriate public relations skills and telephone etiquette. Serves as a focal point in determining the whereabouts of administration staff and routes calls or takes messages accordingly. Provides clerical and secretarial ~~administrative assistant~~ support ~~to the business office~~. as needed.

Essential Duties and Responsibilities

- 1) Reception – Greets all visitors and callers courteously and in a professional manner, determines their needs, checks appointments, and directs such visitors or calls appropriately. Ensures that the lobby and seating areas are clean, ~~quiet, and~~ attractive so visitors are comfortable, and provides them with refreshments ~~in an orderly, welcoming environment~~. ~~reading materials, etc. while waiting.~~
- 2) Switchboard – Understands and utilizes all features of the main ~~district's telephone system~~ switchboard as needed. Answers the main ~~telephone and routes calls appropriately~~. for the district and responds appropriately to requests for information. Routes callers to appropriate employee. Responds personally to routine or procedural ~~requests for information~~, questions and refers other inquiries to the supervisor or appropriate staff member, ~~takes messages, as required and personally promptly delivers urgent ones~~ ~~communications~~. Takes information on problems with switchboard and all district telephone extensions and reports those to the supervisor.
- 3) Visitors –
 - a) Screens all visitors, including district staff, to ensure that inquiries are directed to the appropriately ~~department/staff member~~ and ~~to make sure~~ that administrative staff are not interrupted without advance notice ~~unnecessarily~~. ~~All visitors to the Superintendent(s) must be directed to the Superintendent's Secretary to make appropriate appointments~~. Reports visitors who bypass the reception desk or those who appear suspicious to the appropriate administrator.

- b) Provides administrative assistant support to all departments of the Administrative Building, such as distributing and receiving employment applications, paperwork, vendor and employee paychecks, and other confidential paperwork for the superintendent, such as complaint forms.
- 4) Bulletins & Announcements – Maintains bulletin boards, and office announcements, and electronic postings for central administration, ensuring all materials are accurate and authorized. ~~for pertaining to central administration including electronic message board. Ensures that postings are authorized and accurate.~~
- 5) Documents & Records – Uses word processing and other software and printing equipment to create, copy, edit, store, retrieve and print a variety of documents such as letters, bulletins and forms. ~~May use database or spreadsheet software to enter, retrieve, revise, sort or calculate and retrieve data for reports.~~ Maintains updated lists of district reference materials including the staff telephone directory, etc. Processes incoming correspondence as instructed. Maintains accurate, complete, and correct records and prepares and submits reports as required. Provides fingerprinting and notary services as needed for district purposes.
- 6) Supplies & Procurement –
- a) Maintains all supplies for the two large copiers – paper, toner, waste toner containers on hand and reports any maintenance issues to the vendor. Verifies and fills both copiers as needed daily.
 - b) Keeps all common-use forms stocked for building use – vehicle request forms, instructional field trip request forms, food service catering request forms, copy center request forms, etc.
 - c) Stocks pens, pencils, note pads, and envelopes for common use.
 - d) Verifies and orders supplies for board room – coffee, creamer, sweetener, coffee cups, stirrers, water cups, plates, napkins, forks, spoons, and knives.
 - e) Collects and processes office supply orders for the business office staff.
 - f) Purchase flowers and/or gifts for funerals or special events.
- 7) Mail – Receives and routes incoming mail to the appropriate for the administration staff and contacts school and department secretaries to pick up their mail in the administration building mailboxes.
- 8) Meetings – Keeps a scheduling calendar for each of the board/conference rooms in the administration building. Notifies the meeting organizer of any changes to the room's use. Maybe required to assist with making copies, making telephone calls, and assist with meal preparations for any Trustee Board or Committee Meeting. ~~Makes arrangements for meetings, including time, space and equipment. Assembles background material for supervisor and/or coworkers.~~ Attends department and building staff meetings. and serves on staff committees as required.

- 9) ~~Procurement – Assists supervisor in planning, ordering and checking in needed equipment, services, and supplies for office. Maintains office supplies, publications, etc. Keeps copier stocked with paper and toner and reports problems.~~
- 10) Payroll –
- a) Processes MW4 for all staff.
 - b) Prepares and hands out New Hire payroll paperwork. Verifies that all HR paperwork has been completed.
 - c) Trains substitutes to enter and process their worked time in Black Mountain
 - d) Processes all substitutes timesheets for payment after verification with the school/department secretaries
 - e) Distributes payroll checks.
 - f) Scans payrolls into Black Mountain before it's filed
- 11) ~~Personnel – Provides clerical support to the Human Resource Office as distributing and receiving employment applications, paperwork, , etc.~~
- 12) Public Relations – Presents a positive image of the administration and conveys genuine concern in assisting the public, staff and students with their needs in accessing central administration services.
- 13) ~~Records – Maintains accurate, complete and correct records and prepares and submits reports as required.~~
- 14) Relationships – Establishes and maintains good working relationships with supervisor, staff, students and public. Carries out duties and responsibilities in a professional manner.
- 15) Training – Participates in training and other related meetings as assigned.
- 16) Confidentiality – Maintains safeguards over confidential, protected, privileged, or sensitive information, verbal and written, including student information and records, to prevent unauthorized disclosures.
- 17) Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate.

Organizational Relationships

Supervised by and reports to the ~~Human Resource~~ Finance Director, but may work under Superintendent's Office on as-needed basis from time to time.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- ❑ High school diploma or equivalent.
- ❑ One (1) year of education and/or experience in ~~secretarial science~~ administrative assistance/office management.
- ❑ Proficient with desktop computers, preferably Microsoft Word and Excel.
- ❑ Knowledge of office procedures in order to assist supervisor(s) and other staff in expediting the work of the office.
- ❑ Knowledge of and experience in operating office equipment including fax, copier, calculator, and typewriter.
- ❑ Knowledge of grammar, spelling, punctuation, and prescribed formats.
- ❑ ~~Skill as a qualified typist.~~
- ❑ Good communication and organization skills.
- ❑ Ability to work with others and without close supervision.
- ❑ Ability to focus on work despite office interruptions.
- ❑ Good work habits.

Desirable Qualifications – Experience in school operations/office work. A.A. degree (or college equivalency) in business/secretarial field.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.