Sisseton-Wahpeton Oyate

Job Description

Job Title: Little Steps Daycare Receptionist

Content Area: Administration

Supervision: Under the immediate supervision of the Director

Standard Employment: 7:30-4:00 p.m. Monday through Friday

Duties and Responsibilities:

A. Secretarial duties

1. Answers all incoming telephone calls. Routes calls to appropriate staff, takes telephone messages for staff, and maintains a logbook for all incoming calls for the Little Steps Daycare during the course of the workday.
2. Welcomes all visitors to the Little Steps Daycare building. Records date and time of visits in logbook, noting name/company for each visitor, and receives messages from visitors for Little Steps Daycare staff.
3. Makes photo-copies and fax documents as may be needed by Little Steps Daycare staff and provides for appropriate distribution of such copies as required by staff.
4. Create and print any reminders to parents for upcoming activities and events in Little Steps Daycare and deliver to children’s cubbies as needed.
5. Other Duties assigned

B. Transportation duties

1. Take transportation messages from parents and Head Start or other Early Childhood Facilities (pick up and drop offs) route slips to appropriate classrooms.
2. Monitor log in and Log out visitor’s list.
3. Monitor no pick up and no contact list
4. Call students household for any changes in transportation or other
5. Other duties assigned.

Qualifications:

1. High School diploma or GED
2. Dependability as regards to time and attendance
3. Computer literate
4. Ability to communicate with others, visitors and the general public in a consistent and professional manner.

**Job Requirements:**

1. Must be willing to learn, speak and promote Dakota language
2. Must attend Training as needed.
3. Must sign a permission form upon submission of application to permit background check at the state and federal level.

Approved ______________________________  Date 4/3/2023

[Signature]