



**Naytahwaush Community Charter School**  
**Independent School District 4155**  
PO Box 9, 242 Church Street  
Naytahwaush, MN 56566  
Phone: 218-935-5025 – Fax: 218-935-5263  
[www.naytahwaush.org](http://www.naytahwaush.org)

**Receptionist/Librarian/Health Assistant**

**Responsibility:**

This position is responsible for the operation of the school office, library and associated areas in a positive and professional manner. This position is the first contact for visitors and those that call the school.

**Duties:**

- Answer the phone, take messages and transfer phone calls.
- Register new students. Fax or send student records to schools that have requested them.
- Keep JMC student database information current.
- Produce a weekly newsletter.
- Provide building use agreement forms for groups who want to use our building.
- Have visitors sign in when visiting our school and identify themselves before entering the building.
- Complete clerical tasks as assigned by the director.
- Keep office area organized.
- Create and maintain students' cumulative folders.
- Communicate with the MARSS manager to maintain accurate records in our student database.
- Write tardy slips for students that are late.
- Distribute materials to the classrooms as needed.
- Library duties include checking books out, recording returned books, replacing books on the shelves, organizing library materials and keeping library in a useable and acceptable condition.
- Record and distribute medications for students.
- Perform minor first aid in assisting students with minor injuries and illness.
- Conduct head checks for lice and nits, and notify families.
- Coordinate dental, vision and hearing.
- Coordinate school pictures with photographer.

**Expectations:**

- Honor work commitment hours and responsibility.
- Believe in and support the NCCS mission, vision, core values and goals.
- Learn and use some Ojibwemowin.
- Attend all training, staff meetings, committee meetings and any assigned after school hours functions.
- Recognize and follow confidentiality of information regarding students.
- To be positive and respectful with students and staff.
- Perform other duties as assigned by the director.

**Licensure Required:**

High school diploma or equivalent.