

# **The Mohawk Trail School System**

## **Mohawk Trail Regional School District | Hawlemont Regional School District**

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Sheryl L. Stanton, Superintendent of Schools  
William R. Lataille, Business Administrator  
Leann Z. Loomis, Director of Pupil Personnel Services

24 Ashfield Road  
Shelburne Falls, Massachusetts 01370  
Phone: (413) 625-0192 – Fax: (413) 625-0196

### **MOHAWK TRAIL REGIONAL SCHOOL DISTRICT**

#### **Mohawk Trail Regional School**

#### **Job description - Reception and Attendance at MTRS**

##### **Reception**

- Manages entry and exit of students, staff and visitors to MTRS
- Answers phone enquiries from families and visitors
- Works with front office staff to support students and staff in the building on a daily basis
- Works with front office staff as part of the Emergency Response Team with required Fire/Medical and Police drills during the school year

##### **Attendance**

- Works with staff to ensure that whole school daily attendance is completed by 8:30 each day
- Works with IT to coordinate the daily attendance robocall home
- Works with families to update daily attendance
- Works with families and the nurse's office to collect excused absences and update attendance records
- Works with Dean of Culture to help track student attendance and waivers

##### **Building cover coordinator (additional stipend)**

- Works with district sub coordinator and building admin to plan staff coverage for MTRS

##### **Hours**

- This is a 190 day position and hours are 7am - 3pm

Send letter of interest and resume to: [ktotman@mtrsd.org](mailto:ktotman@mtrsd.org). Applications deadline: Open until position is filled. The school district does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, religion, or sexual orientation.

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