



Receptionist Job Description

Date Updated: December 2020 FLSA Status: Non-Exempt
Reports To: Principal Employee Group: Support Staff
Days Per Year: 180 Hours Per Day: 4
Salary Range: H10

Job Summary:

Provide information and assistance to visitors, teachers, and students entering the office in a manner that is professional, diplomatic, friendly and complies with confidentiality requirements.

Primary Duties and Responsibilities:

1. Perform clerical duties such as answering the phone, distributing mail, preparing mailings, faxing, copying and filing.
2. Maintain communication with the Principals, staff, students, parents and community members.
3. Assist Principal with calling students when grade secretary is not available.
4. Sign students in and out of the school in the absence of the attendance officers.
5. Assist substitutes when departing and collect room keys.
6. Issue work papers to students in the district for age 14 – 17 years.
7. Receive and disperse incoming packages from DHL and office products.
8. Maintain office copy machine and supplies; call for service as needed.
9. Maintain and update bulletin boards.
10. Relay messages to Principals, nurses, custodian staff and/or security guard.
11. Assist visitors in the building as needed.
12. Prepare and follow up with paperwork, make copies for deposit to activity accounts.
13. Perform other duties as assigned.

Qualifications:

- High school diploma or equivalent necessary
- Submission of pre-employment medical examination (Section 148 of the PA School Code)
- Submission of the following clearances:
 - PA State Criminal History Record (Act 34 & Act 114)
 - PA Dept. of Public Welfare Child Abuse History Clearance (Act 151 & Act 114)
 - Federal (FBI) Background Check (Act 24)



- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Physical Demands:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to use both hands for repetitive motion
- Some stooping, kneeling, bending and twisting of the body
- Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs.
- Ability to mostly sit, stand, walk, or move throughout the workday

Sensory Abilities:

- Visual acuity
- Auditory acuity

Work Environment:

- Typical office environment
- Subject to inside and outside environmental conditions

Temperament:

- Must possess excellent interpersonal relationship and customer service skills
- Must be cooperative, congenial, and service-oriented
- Must be able to work in an environment with frequent interruptions
- Able to receive oral communication and convey details or important instructions to other employees accurately
- Must be a team player and able to work well with others

Cognitive Ability:

- Ability to follow written and verbal directives
- Ability to read and write
- Ability to communicate effectively
- Ability to organize and prioritize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

Specific Skills:

- Must possess computer skills
- Ability to operate various office equipment
- Must appropriately handle confidential information



All job functions are to be executed through the lens of high quality, customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality customer service may include, but are not limited to, the following:

- Prompt responsiveness to inquiries
- Professional and courteous verbal and nonverbal communication
- Proactive problem solving

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

Print Name

Signature

Date