

TITLE: SCHOOL RECEPTIONIST

REPORTS TO: Principal

PAY GRADE: 3

WAGE/HOUR STATUS: Non-exempt

ROLE AND PURPOSE:

To contribute to effective school/public relations by prompt, courteous handling of all inquiries and visitors.

QUALIFICATIONS:

Minimum Certification/Education:
High school diploma or equivalent.

Special Knowledge/Skills:
Ability to handle multi-line phone system.
Demonstrates aptitude or competence for assigned responsibilities.
Such alternatives to the above qualifications as the board may find appropriate and acceptable.

Minimum Experience:
None required.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Greets all visitors courteously, determines their needs, checks appointments, and directs them to proper persons.
2. Answers office telephone and responds appropriately to requests for information. Takes accurate messages.
3. Maintains an attractive and comfortable reception area which includes a reading table stocked with current school district publications and periodicals of general interest.
4. Reports immediately the presence in the building of any visitor who bypasses the reception desk or any suspicious activity or unusual behavior on the part of visitors. Maintains a log of visitors.
5. Maintains records and files as requested by the principal.

6. Assists principal, teachers, and other staff when needed.
7. Performs other related duties as assigned.

EQUIPMENT USED:

Computer, printer, typewriter, facsimile, multi-line phone system.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate effectively (verbal or written); understands verbal instructions; maintains emotional control under stress.

PHYSICAL DEMANDS: Sitting for long periods; stooping and bending; lifting up to 25 pounds.