

Receptionist - High School

Purpose Statement

The job of Receptionist - High School is done for the purpose/s of responding to inquiries at school site from staff, students, parents, the public, etc.; providing requested information and/or referral to other parties; directing substitutes and visitors; and providing general clerical support to site administrators.

Essential Functions

- Answers school site telephone system for the purpose of responding to inquiries, transferring calls, and/or taking messages.
- Assists school office personnel, as needed and/or assigned, for the purpose of ensuring adequate coverage.
- Greets visitors (e.g. students, parents, public, substitutes, vendors, etc.) for the purpose of responding to their inquiries and/or directing them to appropriate personnel in accordance with District policies regarding building security.
- Maintains inventory of supplies and materials for the purpose of ensuring the availability of items.
- Oversees the distribution of front desk deliveries and messages for the purpose of ensuring delivery to appropriate personnel and/or students.
- Participates in meetings and professional development presentations for the purpose of acquiring and/or conveying information required to perform job functions.
- Performs record keeping and clerical functions (e.g. copying, data entry, faxing, etc.) for the purpose of supporting administrators and staff with necessary records/materials.
- Receives deliveries, mail, supplies, messages, keys, etc. for the purpose of disseminating materials to appropriate parties.
- Responds to emergency calls for the purpose of notifying appropriate parties to address immediate safety and/or security issues.
- Responds to a variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; and office methods and practices.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; working as part of a team; maintaining confidentiality; meeting deadlines and schedules; setting priorities; making independent decisions; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance
Kansas Certification of Health

FLSA Status

Non Exempt

Approval Date

4/28/2010

Salary Grade

ADM 7