

**CAROLINE COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION**

Job Description: Receptionist

JOB TITLE: Receptionist/Clerical/Secretary	LOCATION: As designated by Superintendent
IMMEDIATE SUPERVISOR: Person designated by Superintendent	WORK SCHEDULE: 12-M - 260 Days - 8 Hrs. PAY GRADE: 209
SPECIAL REQUIREMENTS: None	FLSA STATUS: Non-Exempt
EDUCATION/EXPERIENCE: 1. High School Diploma 2. Demonstrated aptitude or competence for assigned duties 3. Such alternatives to the above as the board may find appropriate and acceptable	

GENERAL RESPONSIBILITIES:

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

ESSENTIAL DUTIES:

- Greets all visitors courteously, determines their needs, checks appointments, and directs or escorts them to proper personnel.
- Answers office telephone and responds appropriately to requests for information.
- Maintains an attractive and comfortable reception area that includes a reading table stocked with current school district publications and periodicals of general interest.
- 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.
- Performs such other tasks as may be assigned.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.