CAROLINE COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION

Job Description: High School Receptionist

JOB TITLE: High School Receptionist	**LOCATION**: Caroline High school
IMMEDIATE SUPERVISOR: Person designated by Superintendent	**WORK SCHEDULE**:12-M - 260 Days - 8 Hrs. **PAY GRADE**: 211
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
- Provides day-to-day oversight and coordination of main office operations to ensure efficiency, consistency, and high-quality customer service.
- Coordinates clerical staff assignments, office workflow, and daily operational priorities.
- Establishes and maintains efficient office procedures, communication protocols, and organizational systems.
- Assists with the orientation and training of new clerical employees and substitute office personnel.

- Coordinates daily substitute staffing for absent teachers and other designated school employees.

EVALUATION:

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

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