

## **Building Receptionist Job Description**

LOCATION: High School  
DEPARTMENT: ESP Category 1, Level 3  
REPORTS TO: Principal  
TERM: 12 Months

### **POSITION SUMMARY:**

The Building Receptionist performs routine administrative tasks and ensures smooth and efficient operation of the reception area of the main office and sets daily priorities based on knowledge of the overall function of the office and performs work as required or assigned.

### **QUALIFICATION - EXPERIENCE - KNOWLEDGE:**

- Education and experience equivalent to high school graduation

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plans, initiates and carries to completion, clerical, secretarial and administrative activities
- Processes mailing and shipping for the school
- Greets visitors and assist them in a professional manner
- Answers multiple in-coming phone calls simultaneously and efficiently route calls
- Prepares and posts morning announcements
- Programs electronic message board

### **SKILLS REQUIRED:**

- The requirements listed below are representative of the skills, abilities and demands required.  
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Ability to perform several tasks concurrently under varying deadlines
- Ability to exercise tact, good judgment, and initiative in dealing with students, faculty, and the public
- Skill in operating microcomputers, word processors and peripheral equipment including primary telephone and messaging system
- Ability to communicate clearly and concisely, both orally and in writing including clear, polite telephone communication skills
- Ability to maintain professionalism with difficult or demanding people
- Ability to identify sensitive information and maintain confidentiality
- Ability to work efficiently under minimum supervision

The individual(s) currently holding this position perform additional duties and additional duties may be assigned. There will be an annual performance evaluation for this position.

Grayslake High School District 127 is an Equal Opportunity Employer. It is the policy and practice of District 127 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 127 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap. The District has a policy of active recruitment of qualified minority teachers and non-certificated employees. Any individual needing assistance in making application for this position should contact the office of the superintendent.

ADOPTED 4/08