



Kaneland Community School District #302
47W326 Keslinger Road
Maple Park, IL 60151
Phone: 630-365-5111 Fax: 630-365-9428

HIGH SCHOOL RECEPTIONIST
January, 2025

Essential Functions:

Greet, welcome, and support students and visitors upon entry to the high school. Direct students and visitors to meetings and appointments as needed. Inform staff of guest arrival and departure as needed. Assist in securing the building to ensure safety of students, staff, and visitors.

Minimum Requirements:

- Excellent interpersonal, communication, task management skills
- Lift 10 pounds
- Familiar with use of student information systems, student learning management systems, basic Word, Excel, Powerpoint, and Google Suite programs
- High functioning multitasking skills
- Ability to maintain and display calm while multitasking, and/or managing crisis
- Maintain strict confidentiality and information discretion at all times

Tasks and Responsibilities:

Non-Instructional Responsibilities:

- Collect and organize daily student announcements. Collaborate with appropriate Communications Department staff to publish announcements
- Prepare and post daily announcements and post them on Infinite Campus by noon.
- Assist in the operation of the high school office including but not limited to miscellaneous typing, filing and computer work.
- Primary telephone operator and direct calls to the proper place (taking messages for students.)
- Greet, support, process, and direct substitute teachers upon entry/exit to building
- Greet and direct all visitors to the building asking them to sign in and giving them a visitor's badge after scanning their driver's license for security, and having them escorted to a classroom if necessary, monitor security door release.
- Distribute, maintain, and monitor staff parking stickers, staff parking lists, and temporary staff parking
- Maintain, support, and participate in radio communications as needed or requested by the Administration
- Manage, maintain, facilitate, support, and report student entry/exit of the building. Ensure safety and security of students when students enter/exit the building
- Manage, support, and enable volunteer programs as requested by the Administration



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- Support the maintenance of copiers and call for service when needed
- Support staff with initial question answering, referral to other support staff or Administration, and relaying of questions/concerns to the appropriate staff member
- Support, maintain, and execute the district security check protocols for all guests to the school
- Submit maintenance requests as needed and maintain logs for maintenance providers as requested by Administration
- Miscellaneous secretarial, collaborative, digital/phone/fax/copy work, and such other duties as assigned by the administration
- Perform other duties as assigned

Reports To:

High School Principal
High School Building Administrator