

Franklin Township Community School Corporation



Job Description

JOB TITLE: Receptionist Tier I

NWS POSITION #: 4.232.201.01 - 4.232.198.01

REPORTS TO: Building Principal

SUPERVISES: Non-Applicable

EMPLOYMENT AND FLSA STATUS: Classified/Non-Exempt/Hourly

JOB GOAL

Welcome, screen, and direct visitors to appropriate areas; ensure students are released to appropriate adults; adhere to building protocols and board policy as it relates to student and visitor access; to receive and route telephone calls to appropriate individuals; to provide information to callers; and to provide clerical support to principal and staff as assigned. Employees in this classification receive direct to general supervision from the building principal within a framework of well-defined policies and procedures. This job classification is responsible for the security of the students as the initial point person in the building for visitors and for the timely and accurate transfer of calls and messages to appropriate personnel. Requires effective communication skills.

PERFORMANCE RESPONSIBILITIES:

- Screen visitors using district security measures including the visitor management system
- Release students to appropriate adults
- Check in late arriving students and direct to appropriate location
- Greet, ascertain need, and directs visitors to various meetings, and/or staff
- Answers questions and provide information regarding school standards, policies, and procedures
- Receives and transmits various reports, statements, and documents to proper personnel
- Performs routine clerical duties such as typing/word processing, filing, proofreading, mail sorting
- Opens, arranges, alphabetizes, sorts, data and time stamps, and/or delivers mail
- Prepares routine reports and correspondence
- Operates standard office equipment such as computer, calculator, and copier
- Receives incoming calls and routes to proper stations
- Takes telephone messages and distributes to appropriate personnel
- Maintains files as assigned
- Performs related duties as required
- Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. The applicable number from the chart below best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis.

QUALIFICATIONS:

- High School diploma or equivalent
- One year of general clerical experience, preferably including some experience in the database operation and data mining
- Understand and follow both oral and written directions
- Communicate effectively in both oral and written forms
- Operate standard office equipment
- Efficiently operate a telephone system
- Type/Word process accurately at a rate required for successful job performance- minimum 35 net words per minute
- Maintain routine records and files
- Establish and maintain effective work relationships with those contacted in the performance of required jobs

PHYSICAL REQUIREMENTS:

- 1. Seldom = Less than 25 % 2. Occasional = 26 to 50 %
- 3. Often = 51 to 75 % 4. Very Frequent = 76 % & above

- Ability to stand for extended periods of time. (1)
- Ability to lift 25 lbs. (1)
- Ability to carry 25 lbs.(2)
- Ability to work at a desk, conference table or in meetings of various configurations. (4)
- Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter. (4)
- Ability to hear and understand speech at normal levels. (4)
- Ability to communicate so others will be able to clearly understand a normal conversation. (4)
- Ability to operate office equipment. (4)
- Ability to reach in all directions. (4)

REASONABLE ACCOMMODATION:

The FTCSC will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

TERMS OF EMPLOYMENT:

190 Days per year

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluations of Professional Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____