

Job Title: Receptionist, Campus

Wage/Hour Status: Nonexempt

Reports to: Principal

Pay Grade: CP - 1

Dept. /School: Assigned Campus

Date Revised: September 2025

Primary Purpose:

Under direct supervision, provide reception and clerical assistance for the efficient operation of the campus office.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Proficient keyboarding skills

Effective organization, communication, and interpersonal skills, bilingual preferred

Ability to follow written instructions

Ability to operate a multi-line phone system

Experience:

One year of clerical experience in an office setting

Major Responsibilities and Duties:

Reception and Phones

1. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
2. Greet and direct campus visitors.
3. Assist parents in checking students in and out of school.
4. Receive, sort, and distribute mail, messages, documents, and other deliveries.
5. Assist with the receipt and distribution of student materials, including homework requests.
6. Maintain visitor log and issue visitor passes.

Other

7. Assist with the preparation of materials for mailing, including preparing labels, stuffing envelopes, etc.
8. Maintain computerized files using a personal computer, including reports, employee roster, and mailing lists.

9. Assist with the scheduling of teacher conferences.
10. Provide clerical assistance as needed, including copying and distributing school-wide communication to be sent home with students.
11. Maintain confidentiality.
12. Follow established safety procedures and techniques.
13. Report promptly to the principal any accident or illness of staff or students.
14. Other duties as assigned by the administration.
15. Promote, participate, and facilitate in a teamwork center manner.

Supervisory Responsibilities:

None

Equipment Used:

Multi-line phone system and personal computer.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; work with frequent interruptions. Continuous sitting.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____