

## VACANCY ANNOUNCEMENT

**POSITION:**

**Receptionist**

**SALARY:**

State Salary Schedule 55

**QUALIFICATIONS:**

Graduation from high school with preference given to an associate's degree in secretarial science or office management; or an equivalent combination of training and experience which provides the required knowledge, skills and abilities. Candidate must hold a valid North Carolina driver's license.

**RESPONSIBILITIES:**

Serves as the school receptionist in receiving visitors to the school, the office and in receiving/relating telephone calls to the school. The receptionist also serves as a back-up to other office support personnel as directed.

- Takes and directs telephone call; records messages.
- Greets students, parents, and visitors coming into the office and refers them to the appropriate office, personnel, or information source.
- Alerts the school principal of any emergencies immediately.
- Types, proofreads and uses appropriate software to produce weekly bulletins, newsletters, general correspondence, schedules, etc.
- Opens, sorts and distributes incoming and courier mail and processes outgoing mail.
- Calls students for counseling, conferences, discipline, dismissal, and messages.
- Creates and maintains appropriate files
- Receives incoming deliveries and routes to appropriate personnel.
- Assist with sick students by contacting nurse, parents, and informing teachers.
- Other special duties assigned by principal

**REPORTS TO:**

Principal

**CONTACT:**

Submit an application to the Human Resources Department  
Iredell-Statesville Schools  
PO Box 911  
Statesville, North Carolina 28687





Together, Ensuring *Student Success* by Igniting a *Passion* for Learning

Human Resource Services  
Administrative Office Building

704-872-8931

Iredell-Statesville School Employees may apply by submitting a transfer request and resume to the Human Resources Department. Other interested persons may apply by completing an Iredell-Statesville Schools application with resume.

**IF THE POSITION IS FILLED BY AN EMPLOYEE TRANSFERRING, THEN THIS VACANCY ANNOUNCEMENT WILL SERVE AS NOTICE FOR THAT VACANCY.**

TERM OF EMPLOYMENT: 10 Months

APPLICATION DEADLINE: June 4, 2018

BEGINNING DATE: August 16, 2018

**The Iredell-Statesville Schools is an equal opportunity employer and does not discriminate on the basis of sex, race, creed, color, national origin or handicapping conditions.**

