



TITLE:	Receptionist, High School/Department	STATUS:	Non-Exempt (At-Will)
REPORTS TO:	Principal/Director	TERMS:	223 Days
DEPARTMENT:	Assigned Campus	PAY GRADE:	PT2

PRIMARY PURPOSE:

Under moderate supervision, respond to inquiries from staff, students, parents, and the public; provide requested information and/or referral to the appropriate parties; direct visitors; and provide general clerical support for the efficient operation of the central administration office.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Effective organization, communication, and interpersonal skills

Ability to speak, read and understand English

Bilingual (Spanish) preferred

Ability to follow written instructions

Ability to operate multi-line phone system

Ability to effectively present information in one-on-one situations

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Experience:

One year clerical experience in office setting

Proficient use of computers

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 35 pounds. Specific vision abilities required by this job include close vision. The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate.

Essential Functions:

1. Greet and direct visitors.
2. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
3. Respond to emergency calls and notify appropriate parties to address immediate safety and/or security issues.
4. Receive, sort and distribute mail, messages, documents and other delivery.
5. Maintain visitor log and issue visitor passes.
6. Assist with preparation of materials for mailing, including preparing labels, stuffing envelopes, etc.



7. Provide clerical assistance as needed including assisting with the scheduling of appointments.
8. Prepare documents as directed.

High School Only:

9. Assist parents in checking students in and out of school.
10. Request make-up work for students.
11. Assist with the receipt and distribution of students materials.
12. Maintain student information sheets.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date