

**SNOQUALMIE VALLEY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: **Receptionist**

FLSA Status: **Non-Exempt**

Reports to: **School or Department Administrator**

Classification: **Receptionist-SVAPA**

Directed by: **Building/Department Administrator**

Supervises: **None**

Work Year: **Student Days—180 days**

Salary: **As Stated in Schedule**

Position Summary: The primary purpose of this position is to serve as a school receptionist for building visitors and incoming telephone calls and to direct students to appropriate resources. This position provides support to the health room and basic clerical assistance as identified by a building administrator. This position reports to a building administrator.

Qualifications Required:

- High School Diploma/GED.
- First Aid/CPR certificate, or ability to obtain within 60 days of hire.
- Proficient in Microsoft Office Suite.
- Detail oriented; possess strong initiative and excellent organizational skills.
- Demonstrated effective oral and written communication in the English language, including correct grammar and spelling usage.
- Legally eligible to work for any employer in the United States of America as verified by Form I-9.
- Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance.

Qualifications Desired:

- Previous experience in a public school setting or related learning/development environment.
- Basic knowledge of Skyward.

Essential Functions and Responsibilities:

The list of essential functions in this job description is not exhaustive and may be supplemented as determined by an appropriate administrator and Human Resources.

1. Greets and directs visitors either in person or on the telephone, including using the appropriate school safety features and programs to provide access to the facility.
2. Maintains confidentiality of student data and health information per FERPA and HIPAA requirements.
3. Supervises students in the office area.
4. Assists with the Health Room in the absence or unavailability of the school nurse or other office staff.
5. Provides general clerical and data entry.
6. Assists students and parents with late arrival/early dismissal.

7. Supports other administrative assistants with duties such as making copies, creating and maintaining files, maintaining work room supplies, collecting and distributing mail and messages, and maintaining various records.
8. May be asked to work optional extra hours and/or substitute for another administrative assistant. Oversees and assists in screening of visitors and door monitoring.
9. May assist in screening of visitors and door monitoring.
10. Maintains files and records to comply with Washington State Records Retention policies.
11. Provides support during emergency drills and emergency situations.
12. Assists with supervision of students sent to the office for disciplinary reasons.
13. Actively pursues continuous learning and professional growth.
14. Practices professional growth and maintain technical knowledge by attending conferences and trainings.
15. Complies with all district policies and procedures.

Nonessential Skills and Experience:

1. Performs other duties as assigned. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Success Factors/Job Competencies:

1. Demonstrated ability to meet or exceed the Essential Functions and Responsibilities of this position.
2. Demonstrated ability to accurately enter a variety of data into a computer system, to monitor and track data, to reconcile data, and to identify and correct errors and discrepancies.
3. Demonstrated ability to maintain confidentiality of student data, IEP, and health information per FERPA and HIPAA requirements.
4. Demonstrated ability to effectively establish work priorities, and to make independent decisions.
5. Demonstrated ability to work on multiple tasks simultaneously.
6. Demonstrated ability to work effectively under pressure while maintaining a high level of productivity.
7. Demonstrated ability to interact tactfully and positively with students, staff, and parents and maintain effective working relationships with a variety of people.
8. Demonstrated professionalism through conduct, punctuality, and minimal absences.
9. Demonstrated ability to adapt to a variety of working situations and learn new skills.
10. Demonstrated ability to follow oral and written directions.
11. Demonstrated ability to follow directions, yet exercise independent and appropriate judgment.
12. Demonstrated strong initiative and self-motivation.
13. Demonstrated strong organizational skills and ability to focus on details.

Physical Demands and Work Environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to

successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands*—Majority of the time spent in the office, working on the computer and/or on the phone. Remaining time walking around office, assisting visitors; reach with hands or arms; balance; stoop/bend; talk and hear; may lift up to 20lbs.
- *Work Environment*—Well lit, carpeted, occasional high noise level when in office.

Performance Standards: The person in this position will be evaluated annually in accordance with the provisions of the district policy on evaluation of staff.

Approval/Revision Date: November 7, 2023

General: The employee is expected to adhere to all Snoqualmie Valley School District policies and procedures.