

Job Title:	RECEPTIONIST	Reports to:	Principal
FLSA status:	Non- Exempt	Supervisor duties:	None
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	Answers calls with effectiveness and expediency; assist in maintaining a positive climate for student learning, always seeking to promote good public relations for the school system; covers the principal's and assistant principal's assistant as needed.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Works cooperatively and maintains effective relationships with students, parents, district personnel and the general public, as is applicable to the position.
- Responds with tact and courtesy in public or telephones contact situations and provides information requiring a knowledge of state and county education laws, board policies, district procedures and general educational information pertaining to the school.
- Receives and routes all incoming telephone calls.
- Separates those items that are of a confidential nature from those that are not.
- Provides information to phone and in-person inquiries
- Places all long distance outgoing calls for faculty and staff, maintaining a monthly log for the district office.
- Takes reports on all phone problems and promptly requests repairs
- Maintains updated extension phone listing for school.
- Greets and directs the public and students
- Receives site e-mail from other district offices; reads three times daily and distributes to appropriate personnel; sends replies when necessary.
- Assists other office personnel and/or functions for them when needed to assure continuity of the operation of the office.
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to communicate effectively verbally and in writing.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Highly organized to multi tasks and manage priorities.
- Ability to handle confrontation and conflict without an emotional response.
- Skill in operation of computer system and a variety of computer applications.
- Ability to effectively present information to top management, public groups, and/or governing boards.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School diploma or equivalent
- One year office experience, preferably in a public school system

Computer Proficiency: MS Office Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of

time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

WORK ENVIRONMENT:

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.