

### Receptionist - School

#### Purpose Statement

The job of Receptionist - School is done for the purpose/s of greeting and directing visitors, responding to inquiries from staff and individuals visiting the school site; providing requested information and/or referral to other parties; and, providing implementation and completion of assigned site procedures and processes.

This job reports to Principal

#### Essential Functions

- Answers school site telephone system for the purpose of responding to inquiries, transferring calls, and taking messages.
- Greets individuals entering the building (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries and directing individuals to appropriate location in accordance with established building security procedures.
- Maintains reception area materials (e.g. job applications, newsletters, event calendars, etc.) for the purpose of providing resource information to visitors.
- Maintains building information (e.g. use schedules, staff directories, emergency contacts, etc.) for the purpose of providing reference information.
- Oversees the distribution of mail/packages to staff for the purpose of ensuring delivery to appropriate personnel.
- Performs various support roles at school site (e.g. generation of birthday lists for students and staff, assisting administrators in contacting students and/or student resource officers, monitoring students until counselor can intervene, cover nurses office when needed, etc.) for the purpose of providing necessary school site procedures and processes.
- Performs general clerical functions (e.g. scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting office and site operations.
- Prepares reports (e.g. discipline/attendance reports, state ISS and OSS reports, Power School reports, etc.) for the purpose of providing necessary administrative support for school site.
- Processes documents and materials (e.g. announcements, call slips, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to emergency calls for the purpose of notifying appropriate parties to address immediate safety and/or security issues.

#### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### Job Requirements: Minimum Qualifications

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; communicating effectively when speaking and writing; multi-tasking; and problem solving.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: professional telephone etiquette; and knowledge of all school functions, processes, personnel.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups and individuals; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; assessing situations; and making independent decisions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 15% walking, and 5% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

**Continuing Educ. / Training:**

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

6/25/2018

**Salary Grade**

F