
Job Description – School Receptionist

Primary Function: Under the direction of the Principal, contributes to effective school/public relations by prompt, courteous handling of all inquiries and visitors.

Responsibilities/Duties:

- Greets all visitors courteously, determines their needs, checks appointments and directs them to proper persons
- Answers office telephone and responds appropriately to requests for information; takes accurate messages
- Maintains an attractive and comfortable reception area which includes a reading table stocked with current school district publications and periodicals of general interest
- Reports immediately the presence in the building of any visitor who bypasses the reception desk or any suspicious activity or unusual behavior on the part of visitors
- Maintains a log of visitors
- Maintains records and files as requested by the principal
- Assists principal, teachers and other staff when needed

Other

- Demonstrates behavior that is professional, ethical and responsible
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software

Ability to:

- Handle multi-line phone system
- Use computer, printer, typewriter, copier, facsimile, calculator, laminator, binding machine
- Work independently with little direction
- Exercise initiative, decision making and maintain confidentiality
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

Education/Licenses/Experience: High school diploma or equivalent. Aptitude or competence for assigned responsibilities or such alternatives to the previous qualifications as the board may find appropriate and acceptable.

Working Conditions:

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

Physical Demands/Environmental Factors: Frequent walking, standing, bending/stooping, reaching, pushing/pulling, and twisting; repetitive hand motions including frequent keyboarding and use of mouse and technology hardware; frequent reaching; sitting for long periods of time.

Lifting/carrying - Lifting 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer.

Calendar and Salary Range: 187 work days. See current pay grade on the Clerical Compensation Plan.

Revised: 3/28/23

The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date