

SCHOOL RECEPTIONIST

DEFINITION

Under general supervision, to act as receptionist and operate a multiple line telephone; to provide information and assistance to staff, students, parents, and the public; and to perform a variety of general clerical tasks.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Operates a multiple line telephone, receiving and directing incoming calls.
2. Takes and transmits messages.
3. Greets and directs visitors and students.
4. Provides routine information on school policies and procedures.
5. Notifies interested parties of time and place of meetings and conferences.
6. Places and logs long distance calls.
7. Coordinates with District office to ensure substitute coverage.
8. Provides school site orientation to substitute employees.
9. Maintains paper work on substitute teachers.
10. Trains and supervises student aides.
11. Monitors public address, security and fire alarm systems.
12. Maintains employee attendance records and distributes payroll checks.
13. Issues parking permits to visitors.
14. Produces a variety of materials such as vandalism reports, daily bulletins, and work orders, using a computer or typewriter.
15. Sorts and distributes incoming mail.
16. Distributes, collects and accounts for all school keys.
17. Performs clerical tasks such as filing, typing, photocopying, collating and distributing materials.
18. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures including effective telephone and reception techniques; methods and techniques of public relations; correct English usage, spelling, grammar and punctuation; standard office machines including computers and supporting software applications.

Ability to:

Operate a multi-line telephone; speak clearly and distinctly; deal pleasantly, tactfully and courteously with the public; perform a variety of clerical work with accuracy and speed while handling frequent interruptions; operate office equipment such as computer, typewriter, calculator, and photocopy machine; type or enter data at a speed necessary for successful job performance; maintain confidentiality; have an understanding and appreciation of human diversity understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Completion of the twelfth grade; and one year of general clerical experience, including extensive public contact.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.