

Central Office Receptionist

Reports to: Superintendent

Qualifications

The Central Office Receptionist should possess the following skills:

1. Computer skills that include working knowledge of Microsoft office programs.
2. Personality conducive to administration's expectations for central office receptionist.

Other Requirements

Clearance on background check that is satisfactory to the Senior Administration. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Functions

1. Responsible for initial contact with visitors to the Central Office.
2. Operate the district switchboard and route phone calls to appropriate buildings/persons.
3. Process potential substitute teacher files and certification for district employment.
4. Coordinate mail room activities.
5. Communicate information between administrators as directed.
6. Assist Central Office Administration with duties as needed.

The physical demands 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 essential functions.

Physical Demands

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend

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and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

Attendance

Consistent and regular attendance is an essential function of this position

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The work environment is consistent with a typical office environment.

Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Superintendent.

Type of Position

12 month, non-exempt

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