



## District Receptionist

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<b>JOB TITLE:</b>	District Receptionist	<b>STATUS:</b>	Non-exempt
<b>REPORTS TO:</b>	Superintendent	<b>TERMS:</b>	226 days
<b>DEPARTMENT:</b>	Superintendent's Office	<b>PAY GRADE:</b>	3

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### **PRIMARY PURPOSE:**

To direct visitors, parents, and school personnel via phone or in person to the correct department and provide accurate district information.

### **QUALIFICATIONS:**

#### **Education:**

High School Diploma or GED

#### **Special Knowledge/Skills:**

Computer: Word Processing and Database  
Excellent verbal communications  
Ability to work under stress in a crisis  
Knowledge of switchboard operations and procedures  
Bilingual preferred but not required  
Ability to keep confidential information

#### **Experience:**

Minimum of two years office experience  
Receptionist duties preferable

### **JOB DUTIES/PERFORMANCE CRITERIA:**

#### **Personal Effectiveness**

1. Demonstrates thoroughness, reliability, and a high degree of accuracy in performing work assignments.
2. Works cooperatively with others and maintains positive attitude in the work environment.
3. Demonstrates initiative and good judgment in problem-solving and decision-making.
4. Has good attendance and uses time productively on the job.
5. Follows district policies, rules, and regulations.
6. Accepts supervisory direction and strives to improve job skills.
7. Demonstrates tact, courtesy, and helpfulness in dealing with staff, students, parents, and visitors to the district.
8. Demonstrates professional standards in appearance and personal conduct.

#### **Performance Effectiveness**

9. Oversee answering switchboard for central administration.
10. Greet/receive staff and direct them to appropriate office or meeting.
11. Take accurate messages.
12. Refer inquiries or problems to appropriate office.
13. Remain current on school information for the public, i.e., school calendar, campus bell schedules, etc.



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14. Assist in large projects for the district.
15. Perform other duties as may be assigned.

### **EQUIPMENT USED:**

Switchboard, computer, visitor identification system, and copier

### **WORKING**

#### **CONDITIONS:**

##### **Mental Demands:**

Reading; ability to communicate effectively (verbal); ability to attend to detail; maintain emotional control under stress; works with frequent interruptions

##### **Physical Demands/Environmental Factors:**

Steady phone interactions; bending and sitting. Able to lift up to 35 pounds.

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

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date