



## Job Description Receptionist

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**Employment Status:** Full-Time

**FLSA Status:** Non-Exempt

**Calendar:** 200 Days

**Experience Required:** None.

**Minimum Education Requirements:** High School diploma or G.E.D.

**Department:** Support Staff.

**Direct Supervisor:** Assistant Superintendent.

**Primary Work Location:** Office setting.

**Certification:** None.

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**Job Summary:** Answer inquiries and provide information to the general public, parents, visitors, and other interested parties within an assigned school or within the school District.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Operate telephone to answer, screen, or forward calls, provide information, take messages, or schedule appointments.
- Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.
- Schedule appointments and maintain and update appointment calendars.
- Hear and resolve complaints from customers or the public.
- File and maintain records.
- Perform other duties as assigned.

### Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### Knowledge

- Administrative and clerical procedures and systems.
- Principles and processes for providing customer and personal services.
- District's functions and its relationships with local government and the community.

#### Skills

- Talking to others to convey information effectively.
- Strong written and oral communications and relational skills.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

#### Abilities

- Show empathy when appropriate and give full attention to callers or guests.

Effective Date:



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- Communicate in a professional and polite manner.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Effectively welcome and embrace differences among employees and citizens.
- Lift up to 25 pounds.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date