

**LAMPETER-STRASBURG SCHOOL DISTRICT**  
Lampeter, Pennsylvania 17537

**POSITION PROFILE – DISTRICT RECEPTIONIST**

QUALIFICATIONS

Possession of a high school diploma or its equivalent.

Secretarial experience preferred.

SKILL PREPARATION

Experiential knowledge of basic office procedures and practices.

Ability to operate a computer and related software with competence.

Ability to exhibit competence in typing with considerable accuracy.

Ability to operate the District switchboard.

DUTIES AND RESPONSIBILITIES

Be responsible to the Administrative Assistant to the Superintendent for the completion of all assigned duties with accuracy, professionalism, and confidentiality.

Serve as receptionist for the Administration Building, greeting all clients in a positive and friendly manner.

Operate the District switchboard efficiently, answering all calls promptly and updating voicemail messages as needed.

Serve as the “eyes” of the District on the District Web site, reporting items of concern to the Assistant Superintendent.

Responsible for the posting of “cycle day changes” on the District Web site.

Receive and sort incoming District mail and prepare outgoing district mail.

Maintain a usage schedule for the Board Room and all conference areas in the Administration Building and schedule rooms on the Facility Usage Schedule as appropriate.

Assist Tax-Census Secretary in the receipt of walk-in payments and incoming/outgoing mailings, as receptionist duties allow, offering coverage for the tax-census secretary during a two-hour daily time period.

Track location of administrative staff when they depart the building.

Serve as the key person to keep the building copy machine operative and functional, ordering supplies as needed.

Maintain an inventory of front office supplies, and order and distribute supplies as needed.

Maintain neatness and organization in workroom and supply storage areas.

Cross train on child accounting procedures and facility usage procedures, assisting child accounting secretary, as needed.

Complete weekly Administration Building Staff Absence Report.

Collect and distribute employment paperwork, as needed, for Human Resources Department.

Place and track equipment orders, as needed, for Technology Department.

Assist Business Office personnel with projects, as needed.

Maintain up-to-date files on and distribute District parking passes, Pioneer passes, District telephone extension schedules, and switchboard coverage schedules.

Maintain messages on both the exterior and interior District sign boards.

Distribute van keys, as needed, for Transportation Coordinator.

Report incorrect operation of electronic system for front office doors to Buildings and Grounds Director.

Discharge all other assignments delegated by the Administrative Assistant to the Superintendent.

#### EVALUATION

Evaluation will be conducted annually by the Administrative Assistant to the Superintendent in the areas of core competencies and position performance.