

**POSITION DESCRIPTION**

**TITLE: RECEPTIONIST**

**TYPE:** Classified  
Non-Exempt

**REPORTS TO:** Designated Administrator

**POSITION SUMMARY:**

The primary purpose of this position is to serve as an office receptionist, to direct visitors and callers to the appropriate information and contacts, and to assist them with various District and school procedural requirements. Related responsibilities include assisting administrators and staff with various clerical duties as needed.

**MINIMUM QUALIFICATIONS:**

1. Minimum age 18 years.
2. High School Diploma or equivalent.
3. Background and Criminal History Clearance.
4. Demonstrates high level of communication skills and meets District standards for oral and written language proficiency in English, and if applicable, in Spanish or Russian.
5. Skill in leadership and facilitation including problem solving and conflict resolution.
6. Understanding of effective teamwork and collaboration techniques.
7. Excellent organizational skills for effectively managing multiple tasks.
8. Ability to understand and follow oral and written instructions.
9. Understanding and ability to use modern office procedures and technology.
10. Such alternatives to the above qualifications as the Board or administration may deem appropriate and acceptable.

**ESSENTIAL FUNCTIONS:**

1. Communicates effectively in English in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Understand and follow oral and written instructions.
4. Greets and directs visitors, provides information, directs them to appropriate locations as appropriate.
5. Answers incoming phone calls, takes messages, responds to inquiries, provides information, and refers calls to appropriate staff members.
6. Sorts and distributes mail to departments and individual staff members.
7. Prepares mail and parcels for mailing or shipping and receives and distributes incoming deliveries.
8. Assists administrators and staff with clerical duties as requested.
9. Provides information to administrators and auditors as requested.
10. Operates office equipment as needed.
11. Assists other school or department staff when needed to ensure timely completion of specific department tasks.
12. Develops and submits reports as required by supervisor.

13. Follows all safety rules.
14. Demonstrates support for District Core Values, District Mission, District Strategic Plan, and Schoolwide Improvement Plan.
15. Establishes and maintains a positive and respectful learning environment and working relationship with students, staff, administration, parents/guardians, and community members.
16. Assists parents and community members as needed.
17. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
18. Complies with professional development activities as required by the District.
19. Participates in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues, and parents/guardians.
20. Holds expectations for high performance of self.
21. Assesses results of performance for improvement on a regular basis.
22. Demonstrates computer literacy and operates software programs as related to job responsibilities.
23. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
24. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
25. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
26. Adheres to the same ethical standards as outlined in Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.
27. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

**OTHER REQUIREMENTS:**

1. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
2. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
3. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
4. Possible exposure to bodily fluids due to student or employee illness or injury.
5. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver and Designated First Aid Provider.
6. May be required to translate and/or interpret.
7. Occasionally performs other duties as required by supervisor.

**PHYSICAL DEMANDS:**

Physical Work Requirements:  Yes  No  
 If yes, see addendum to Receptionist description.

**TERMS OF EMPLOYMENT:**

Current work year of approximately 205-260 days, depending on location, subject to change. May include extended hours or days as directed. Salary and benefits and working conditions as determined by District Board.

**EVALUATION:**

Performance will be evaluated in accordance with District Policy and Regulations concerning personnel evaluation.

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**EMPLOYEE STATEMENT:**

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

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Employee Name (Print)

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Employee Signature

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Date