

**Classified Personnel
Job Description**

POSITION TITLE: District Receptionist

QUALIFICATIONS: Shall have the ability to communicate with the public and staff.
Shall have working knowledge of office machines.
Shall be computer literate and have working knowledge of office productivity packages.
Shall communicate effectively both orally and in writing.
Shall have a high school diploma or GED.

PHYSICAL REQUIREMENTS: Shall have the ability to sit, light lifting, stoop, any and all body movements as related to the job description.

RESPONSIBLE TO: Superintendent

GENERAL DUTIES: Shall react positively to directives.
Shall carry out assignments in a timely manner without undue checking.
Shall adhere to time schedules as set forth.
Shall have a willingness to cooperate with the principal and staff.
Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES: Shall perform a variety of secretarial duties to support the district central office staff in handling daily activities.
Shall maintain adequate office and other supplies for the department.
Shall answer the telephone, deliver and receive messages; greet visitors ascertain nature of business and direct visitors to appropriate person. directed (OSHA, fundraising, etc.).
Shall perform any other duties as assigned by the supervisor.

DAYS OF EMPLOYMENT: ~~220 days~~ (8 hours) **240 days (8 hours)**

SALARY: Commensurate with Ashland Independent Schools Classified Salary Schedule.

Board Approved
9/26/2022