

Inter-Lakes School District Job Description



Title: Receptionist	Date Revised: July 1, 2021
Classification: Non Bargaining	Terms of Employment: Full-time, School-year
Reports To: Building Principal	Supervises: n/a

QUALIFICATIONS:

1. High School diploma or equivalent is required; Associate's degree preferred.
2. Two years previous experience and /or training that includes secretarial or clerical work, or any equivalent combination of related education, training and experience which provide the required knowledge, skills and abilities to perform the essential job functions.

JOB OBJECTIVE:

Perform various secretarial tasks and assist students, parents and staff with daily activities and events.

ESSENTIAL JOB FUNCTIONS*:

1. Ensures the safety and security of the school at all times, making sure the entry to the school campus is controlled and the main entrance door is monitored and locked. Ensures that all visitors sign in and out in accordance with school procedure.
2. Greets all visitors courteously, determine their needs and directs or escorts them to their destination.
3. Provides general secretarial support including typing, filing, scheduling appointments, answering telephone and routing calls and /or messages to appropriate personnel.
4. Provides secretarial services to the principal and serves as liaison to public organizations.
5. Maintains confidentiality at all times.
6. Separates and distributes daily mail, including outgoing mail.
7. Prepares and distributes school forms, notices, calendars, and menus.
8. Operates a variety of office equipment.
9. Assumes other duties, as assigned, to promote a positive and safe learning environment.

SKILLS

1. Must be attentive to detail.
2. Must be organized.
3. Must have the ability to complete written and oral instructions and provide assistance to staff, students, and public.
4. Must be proficient with word processing and spreadsheet programs.
5. Must have knowledge of modern office equipment.
6. Ability to work with frequent interruptions. Ability to meet deadlines.

WORKING CONDITIONS:

1. Normal school office environment.
2. Ability to sit for long periods of time.
3. Ability to periodically walk, bend and light lifting.
4. Minimal travel required.

OTHER:

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

***External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**