



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

## Receptionist

(Rev. 12/17/2012, Rev. 04/28/2016)

---

---

Qualifications:

1. High school diploma; secretarial training
2. Knowledge of automated office equipment and excellent secretarial skills
3. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To:

Building Principal

Supervises:

Student Aides

Job Goal:

Provide secretarial services in an organized and professional manner.

Performance Responsibilities:

1. Act as switchboard operator, taking all incoming calls and directing them to the appropriate person. Messages shall be recorded as necessary.
2. Act as receptionist for visitors entering the building.
3. Prepare daily student and faculty announcement bulletins.
4. Sort incoming mail, distribute to appropriate departments and teacher mailboxes.
5. Prepare and mail all outgoing mail in postage meter and sort.
6. Record weekly activities on phone extension.
7. Update voice mailboxes.
8. Prepare student obligations each marking period, separate report cards, distribute to homeroom teachers.
9. Prepare student obligations – year end, prepare and mail packet home.
10. Issue student passes to various classes concerning Main Office related business.
11. Disburse necessary material to staff.
12. Supervise student sign-in/out procedure for telephone use.
13. Prepare folder, schedule, emergency lesson plans for substitute teachers.
14. Handle lunch ticket charges.
15. Keep all office forms in supply.
16. Help prepare for new school year.
17. Perform all other tasks as directed by the Building Principal.
18. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Employment conditions:

Contract year:	July 1 to June 30
Job Family	Secretary
Pay Grade/Compensation Structure:	G15
Evaluation:	In accordance with Board policy
Job Code:	9300