

JOB TITLE: ELEMENTARY RECEPTIONIST

QUALIFICATIONS:

1. A minimum of a high school diploma or its equivalent and skills of the successful performance of the tasks assigned.
2. Knowledge of computer usage and modern office practices
3. Effective communication techniques and procedures.  
Communicate effectively in oral and written form.
4. Establish cooperative relationships in a calm and tactful manner
5. Effectively carry out oral and written directions.

REPORTS TO: Building Administrator or assigned supervisor.

JOB GOAL: To provide the necessary clerical responsibilities required for the administration of the school district in order to assure the smooth, efficient operation of the school office.

PERFORMANCE RESPONSIBILITIES:

1. Demonstrates appropriate voice quality, greeting procedures, and effective routing techniques.
2. Demonstrates effective listening skills.
3. Communicates effectively with staff and general public in order to provide information and assistance while maintaining the confidentiality associated with the position.
4. Operates office equipment efficiently.
5. Supports fellow workers in completing short term projects.
6. Is dependable and self-motivated.
7. Initiates tasks when appropriate.
8. Performs functions assigned by supervisors in an effective and timely manner.
9. Demonstrates current knowledge of business grammar, terminology and proper formatting.
10. Maintains accurate and efficient records for calling on absent students.
11. Maintain confidential nature of all school-related matters.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provision of the Board's policy on Evaluations of Support Personnel.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Elementary Receptionist Secretary)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Elementary Principal)