



## City of St. Charles School District

### RECEPTIONIST

Reports to:	Administrative Assistant to the Superintendent
Classification:	Classified
FLSA Status:	Non-Exempt
Terms of Employment:	246 days, which shall include 8 paid holidays according to Board Policy
Evaluation:	Performance in this position will be evaluated regularly by the building principal/supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

#### **JOB SUMMARY:**

The Receptionist will receive visitors and callers and answer a variety of questions in relation to general information about the District.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Additional duties may be assigned.*

- Maintains regular attendance.
- Takes and relays phone calls and messages for the central office employees.
- Responds to telephone calls regarding district activities.
- Performs a variety of clerical duties including but not limited to, keyboarding, mail, proofreading, developing correspondence.
- Receives visitors, obtains name and nature of business, and schedules appointments.
- Assists other departments upon request and as time permits.
- Attends/Completes District PD and training.

#### **SUPERVISORY RESPONSIBILITIES:**

Not Applicable.

#### **QUALIFICATIONS AND REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

#### **EDUCATION AND/OR EXPERIENCE:**

- High school diploma or equivalent.
- One year of experience as a receptionist preferred

#### **COMMUNICATION SKILLS:**

- Ability to effectively present information and respond to questions from administrators, students, staff and the general public consistent with the duties of this position.

**MATHEMATICAL SKILLS:**

- Ability to add, subtracts, multiply, and divide in all units of measure consistent with the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of this position.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to interface effectively with other departments, school personnel, and community members.
- Ability to work with the public in tactful and diplomatic manner.
- Ability to learn new skills, flexibility and willingness to perform a variety of tasks.
- Works well with others, follows written and oral directions and completes assignments given.
- Is self-directed, and works without direct supervision.

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists consistent with the duties of this position.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form consistent with the duties of this position.

**OTHER SKILLS AND ABILITIES:**

- Ability to accurately perform assigned tasks.
- Ability to perform duties in full compliance with district requirements and School Board Policies.
- Possesses oral and written communication skills consistent with the duties of this position.
- Possesses interpersonal relationship skills consistent with the duties of this position.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions, While performing the duties of this job, the employee may frequently lift and/or move at least 50 pounds of materials, etc. Specific vision abilities required by this job include close

vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:**

The Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Receptionist

Revised SY 2004-2005

Revised SY 2022-2023