

**WALL TOWNSHIP PUBLIC SCHOOLS  
JOB DESCRIPTION**

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**TITLE:** MAIN OFFICE RECEPTIONIST (HIGH SCHOOL)

**QUALIFICATIONS:**

- A high school diploma or such qualifications as the Board may deem appropriate.
- The ability to work well with adults and children.
- Excellent people and organizational skills.

**REPORTS TO:** Principal or Designee

**JOB GOAL:** To assist professional and support staff in their duties and to greet and direct visitors who enter the main office.

**PERFORMANCE RESPONSIBILITIES:**

1. Answers telephones, routes calls and takes messages.
2. Greets visitors and students to determine the reason for their presence in the main office.
3. Responds to classroom communication requests via classroom telephone/intercom system.
4. Serves as the security contact (via 2-way radio) with parking lot supervisor and paraprofessionals.
5. Assists secretaries with clerical duties, which include: filing, mail distribution, and photocopying.
6. Assists the subject area supervisors with filing, mail sorting, and photocopying.

Performs other duties as delegated by the Principal or designee.

**TERMS OF**

**EMPLOYMENT:** Ten months

**EVALUATION:** Annual recommendation for renewal by Principal