Wilton-Lyndeborough Cooperative School District
School Administrative Unit # 63

Job Description

Position: Receptionist

Reports To: Principal and/or Assistant Principal

Qualifications:

Education and Experience:

- High School Diploma or equivalent
- One to two (1-2) years of clerical / office experience preferred.

Physical Demands:

Background Check: The candidate will need to successfully pass a background investigation including fingerprint and criminal history evaluation.

General Duties & Responsibilities: To provide support to school office staff in order to meet the daily needs of the office. Except as specifically noted, the following functions are considered essential to this position:

- Works within a team environment to provide support within an educational office.
- Greets office visitors, including students, parents, faculty, officials, and members of the community.
- Understands the support needs of visitors and provide answers or direction for further support in an efficient manner.
- Answers incoming telephone calls. Forwards all calls and messages in a professional manner.
- Makes announcements as needed.
- Provides tardy and dismissal passes to students.
- Distributes daily mail.
- May work with volunteer students, and may be responsible for providing general office training and oversight support.
- Maintains confidentiality of information.
- Must comply with all District policies and building/department rules, procedures, practices, and objectives.
- Performs all duties in a professional and appropriate manner while interacting with students, parents, faculty, administration, and co-workers.
- Performs other tasks and assumes other responsibilities as assigned by the building administration.

This job description is not intended to be all-inclusive and employees may perform other tasks and assume other responsibilities as assigned by the supervisor.

Necessary Knowledge, Skills, and Abilities:

- Knowledge of modern office procedures, practices, and equipment.
- Knowledge of modern office filing systems and procedures.
- Ability to remain calm in difficult situations.
- Ability to successfully multi-task within the role.
- Ability to accurately and expeditiously type correspondence, reports, and memoranda.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to understand and follow oral and/or written policies, procedures, and instructions.
- Ability to perform duties with accuracy and speed under the pressure of time-sensitive deadlines.

Evaluation: Performance of duty responsibilities will be reviewed annually.

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