

## JOB DESCRIPTION

TITLE SCHOOL RECEPTIONIST

### QUALIFICATIONS

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/ Experience	High school diploma or General Education Development (GED) degree.
Language Skills	Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information I one-on-one and small group situations to customers, clients, and other employees of the organization.
Mathematical Skills	Ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
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 required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.
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 usually moderate.
REPORTS TO	Principal

## GENERAL RESPONSIBILITIES

1. Provides general receptionist duties in greeting visitors and dispensing general school information.

## SPECIFIC RESPONSIBILITIES

1. Prepares phone bill for county office.
2. Types and disseminates informational and absence bulletins.
3. Assists in operation of office machines.
4. Monitors the public address system.
5. Assists with general office typing as assigned.
6. Handles and disperses incoming mail.
7. Prepares work permits for students.
8. Prepares student accident reports.
9. Handles all incoming phone calls and makes appropriate routing.
10. Performs other duties as assigned.