



JOB DESCRIPTION **Receptionist - Elementary**

JOB DESCRIPTION:

The Receptionist, under the direct supervision of the principal, assumes responsibilities for orderly welcoming of visitors to the campus, and aids in the efficient operation of the school office.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- One year clerical experience in an office setting

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Pleasant voice on telephone
- Personable attitude and appearance to public
- Proficient skills in typing, word processing, and file maintenance
- Effective organizational, communication, and interpersonal skills
- Ability to follow written instructions

DUTIES AND RESPONSIBILITIES:

1. Acts as receptionist at the main office.
2. Maintains confidentiality.
3. Answers the telephone in a pleasant manner.
4. Makes appointments for parent-teacher conferences.
5. Assists with typing when necessary.
6. Assists the data processing clerk when necessary.
7. Handles all homework assignment sheets for students.
8. Dispenses supplies to the teachers.
9. Maintains office files.
10. Responsible for distributing items from parents to students.
11. Distributes mail daily.
12. Instructs and assists teachers in using office machines.
13. Responsible for distributing phone messages to students, faculty and staff.
14. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate effectively (verbally and written), concentrate, understand verbal instructions, differentiate, read, coordinate, compile, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry light weight (under 15 pounds), reach, perform repetitive hand motions, hear, speak, and sit for prolonged periods of time.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Multi-line phone system, personal computer

Paraprofessional Pay Grade: 2
Days: 185
Wage/Hour Status: Nonexempt
Updated: May 16, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.