

**TITLE:** Receptionist

**DEPARTMENT:** School

**REPORTS TO:** Building Principal

**POSITION SUMMARY:** The job of Receptionist - School is done for the purpose/s of responding to inquiries at school site from staff, students, parents, the public, etc.; to provide requested information and/or referral to other parties; directing visitors to appropriate parties; monitoring assigned projects; and providing general clerical support to site administrators.

**ESSENTIAL FUNCTIONS:**

- Answers school site telephone system for the purpose of responding to inquiries, transferring calls, and/or taking messages.
- Assists attendance office as needed for the purpose of ensuring adequate coverage.
- Greets visitors (e.g. public, parents, students, substitutes, vendors, etc.) for the purpose of responding to their inquiries and/or directing them to appropriate personnel in accordance with District policies regarding building security.
- Maintains inventory of forms, activity calendar, etc. for the purpose of ensuring availability of items and/or schedules of activities.
- Maintains phone system (e.g. voice mail, work orders, system orientation, updating extensions , etc.) for the purpose of providing essential telephone communications within the building.
- Monitors assigned site activities and/or program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Oversees the distribution of mail/packages to staff for the purpose of ensuring delivery to appropriate personnel.
- Performs record keeping and general and project specific clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting assigned administrator and/or site with necessary materials.
- Processes documents and materials (e.g. announcements, call slips, bus passes, etc.) for the purpose of disseminating information to appropriate parties.
- Receives deliveries mail, supplies, messages, keys, etc. for the purpose of disseminating materials to appropriate parties.
- Responds to emergency calls for the purpose of notifying appropriate parties to address immediate safety and/or security issues.
- Screens inquiries of staff, students, parents, the public, etc. (e.g. phone calls, visitors, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**QUALIFICATIONS:**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: professional telephone etiquette.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working with frequent interruptions; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; and making independent decisions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

**EDUCATION:** High school diploma or equivalent.

**EXPERIENCE:** Job related experience is desired.

**REQUIRED TESTING:** Pre-employment Proficiency Test

**CERTIFICATES AND LICENSES:** CPR/First Aid Certificate (may be required). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

**CONTINUING EDUCATION/TRAINING:** That which is authorized by your supervisor and required to be effective in the position and maintain knowledge as current.

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** Public School Employees of Washington / SEIU Local 1948 (PSE)

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date