

**JOB DESCRIPTION**

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>	<b>WORKING CONDITIONS</b>
A	1	3	

<b>JOB TITLE</b>	<b>CONTRACT REFERENCE</b>
Office Receptionist	Clerical, Library, Health, and Computer Assistants

<b>TITLE OF IMMEDIATE SUPERVISOR</b>	<b>VERSION DATE</b>
Building Principal or Department Supervisor	January 2016

**JOB SUMMARY**

Clerical assistance for main office. Provide a welcoming atmosphere in the main office.

<b>TASK NO.</b>	<b>FREQUENCY</b>	<b>BAND/GRADE</b>
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The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	Telephone/receptionist/answer, direct calls.	40%	A1
2.	Enter and maintain data in student information system including attendance records. Verify information with parents/families including registration and attendance information.	15%	A1
3.	Assist in registration of new students.	15%	A1
4.	General clerical duties including data entry, word processing, filing, copying, and preparing/sorting mail.	5%	A1
5.	Refer students and parents to appropriate sources for assistance.	15%	A1
6.	Maintain physical appearance of office.	5%	A1
7.	Coordinate activities within the office: know where people are; know what is going on in each of the rooms.	5%	A1
8.	Other duties as assigned.		N/B

**QUALIFICATIONS** (Specific training or job experience required before appointment)

1. High school diploma or equivalent.
2. Ability to relate to and communicate with staff, students, and parents.

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**JOB TITLE**

Office Receptionist

**CONTRACT REFERENCE**

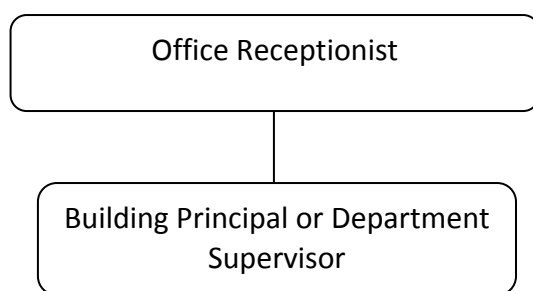
Clerical, Library, Health, and Computer Assistants

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3. Patience and flexibility in working with staff, students and parents.
4. Familiarity with office equipment: copiers, fax, etc.
5. Competency with computers including accurate data entry skills.
6. Willingness to expand skills.
7. Ability to take direction of supervisor.
8. Ability to keep information confidential
9. Kind to people and gracious - cares about the area. Also needs to know how to problem solve and seek out the right resources

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**ORGANIZATIONAL RELATIONSHIPS**

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**SYMBOLS**

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

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ADVISE/INFORM

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**PHYSICAL FACTORS**

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 employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus

**NON EXEMPT**

Not to exceed 40 hours per week.