

# West Carroll Board of Education

## Job Description

Descriptor Term:

**School Receptionist**

Board Policy Reference

5.013

### QUALIFICATIONS

Required:

1. High school diploma

Desired:

1. Ability to deal with the public in different situations in a pleasant, courteous and helpful manner.
2. Demonstrated ability to type at 30 words per minute is preferred.
3. Ability to utilize good telephone skills.
4. Ability to establish and maintain effective working relationships with others.

### REPORTS TO

Principal

### JOB GOALS

Serves as an initial point of contact for the school and principal. Assists staff in completing duties for a safe and efficient school environment.

### DUTIES

1. Assumes general receptionist duties such as answering the telephone and greeting school visitors.
2. Assists visitors in the school and directs them within the building.
3. Dispenses and records medication in accordance with Board policies, procedures and practices when applicable.
4. Oversees the students' and visitors' check-in and check-out procedures.
5. Collects and assists teachers and support staff in the completion of absentee forms and timesheets.
6. Processes and distributes mail as received.
7. Contacts parents when necessary or when directed by a school administrator.
8. Assists with collecting and receipting school funds as directed by the principal.
9. Assumes other reasonable and equitable job related duties as assigned by the principal.

**PHYSICAL DEMANDS**

This job may require lifting of objects that exceed 20 pounds with frequent lifting and/or carrying of objects weighing up to 10 pounds, such as books, textbooks, instructional supplies, and equipment.

**WORK CONDITIONS**

Normal working environment

**TERMS OF EMPLOYMENT**

Salary and work year to be established by board of education with recommendation from Director Of Schools

**SELECTION BY**

The Director of Schools with acknowledgement by the board of education.

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the Board's policy *On Evaluation Personnel*.

**GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.