

**Job Title:** Receptionist

**FLSA Exemption Status:** Non-Exempt

**Term:** 190 days

**Minimum Qualifications:**

1. Not less than a high school diploma or general equivalency diploma;
2. At least one (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed;
3. Knowledge of typing, office machines, and computers; and
4. Meets health and physical requirements.

**Job Objectives/Goals:**

To receive and direct incoming calls, provide assistance to the public, and perform various routine office assignments.

**Responsibilities and Essential Functions:**

1. Receive and direct incoming calls and provide public service information;
2. Greet visitors and direct them to the appropriate area of the building;
3. Document and relay messages;
4. Communicate central office messages to the schools;
5. Prepare letters of recognition for the Director of Schools;
6. Perform general clerical duties for administrative staff to include typing and/or copying documents as needed; and
7. Perform such other duties as assigned by the Director of Schools or Designee to run and maintain an efficient office.

**Skills and Abilities Required:**

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. **Intelligence:** The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. **Verbal:** Ability to understand meanings of words and the ideas associated with them.
3. **Numerical:** Ability to perform arithmetic operations quickly and accurately.
4. **Form Perception:** To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
5. **Motor Coordination:** Ability to coordinate the eyes and hands or fingers rapidly and accurately in making precise movements with speed.
6. **Manual Dexterity:** Ability to move hands easily and manipulate small objects with the fingers.
7. **Color Discrimination:** The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.
8. **Data Perception:** Ability to understand and interpret information presented in the form of graphs, charts, or tables.

**Physical Demands:**

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling

2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

**Reports To:** Building Principal

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

