

JOB TITLE: RECEPTIONIST

REPORTS TO: SCHOOL PRINCIPAL

SALARY SCHEDULE: CLASSIFIED SALARY SCHEDULE C2

CLASS CODE: 7791

Scope of Responsibilities

Responsible for the operation of the reception area, supplies general information to the public regarding the school/school district, screens all visitors, schedules various conferences as requested and reports malfunction of equipment. Reconcile daily student/staff attendance and absences. Update student demographic information. Assist with creation of parent portals in student data system.

Performance Responsibilities

1. Assists the public by providing telephone numbers of all offices and by supplying general information regarding the school/school district.
2. Checks in visitors with valid purpose, refers them appropriately, and informs the School Principal of any suspicious person or activity.
3. Schedules meetings for various conferences as requested.
4. Notifies appropriate personnel of malfunctioning equipment including the telephones, copiers, fax machines and any vending machines.
5. Answers incoming telephone calls and directs them to the appropriate personnel.
6. Performs clerical duties (including filing and typing).
7. Reconciles daily student/staff attendance and absences.
8. Updates student demographic information as necessary.
9. Assists in the creation of parent portals in student data system.
10. Performs other duties as assigned by the School Principal.

Minimum Qualifications

1. High School Diploma or G.E.D.
2. Typing skills (35 w.p.m.)

Desirable Qualifications

1. Proficiency in clerical skills
2. Knowledge of Frankfort Independent Schools policies and procedures

Physical Demands

Job responsibilities are primarily sedentary. Must be able to communicate effectively using speech, vision and hearing. Work requires the use of hands for simple grasping and fine manipulations. Work also at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.