

USD 261 EDUCATIONAL SUPPORT STAFF  
POSITION DESCRIPTION

POSITION TITLE: **RECEPTIONIST**

SUPERVISOR: Administrative Assistant to Superintendent/Superintendent

PAYMENT RATE: According to Educational Support Staff Salary Schedule

**QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Computer skills.
3. Working knowledge of office equipment.
4. Telephone skills
5. Excellent communication skills.
6. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

**ESSENTIAL FUNCTIONS:**

1. Coordinate and direct efficient operation of incoming calls, and take detailed messages in order to maintain communication with administrative center staff.
2. Keep apprised of district rules, regulations and policies to ensure that the proper information is being communicated to the public.
3. Greet visitors, ascertains nature of business, and conduct visitor to appropriate department in order to promote public relations.
4. Perform mail preparation, handling and distribution for the purpose of ensuring that the community is properly notified.
5. Operate office equipment and machines for the purpose of ensuring the efficient and effective functioning of the district office.
6. Assist Administrative Assistant to Superintendent and Superintendent as needed for the purpose of enhancing the district's mission.
7. Communicate effectively and work cooperatively with school district staff and community members to ensure an effective work environment.
8. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
9. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:**

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

**TERMS OF EMPLOYMENT:**

At will

**PERFORMANCE REVIEW:**

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**APPROVED:** 07/21/2008