

Receptionist PK-8 Building

QUALIFICATIONS

1. High school diploma preferred or equivalent
2. Physically capable of performing assigned tasks such as lifting, moving, and organizing paper and supply parts
3. Ability to learn copy machine functions and use the copier to its full potential
4. Ability to be the face of the PK-8 building as you are the first point of contact for visitors
5. Ability to get along with staff
6. Ability to be kind and use appropriate professionalism to visitors and guests

RESPONSIBILITIES

1. Answer incoming phone calls and direct them to the appropriate building
2. Check students in/out when they arrive late or leave early for appointments
3. Check in visitors using district-approved resources
4. Be the point of contact for emergencies within the PK-8 building
5. Work closely with the building secretaries and principals

TIME REQUIREMENTS

1. 186-day schedule
2. 8.0 hours per day

PAY

1. Pay will be based on the negotiated agreement
2. Classification will be in the secretarial classification under receptionist/aide

EVALUATION

1. Yearly evaluation combined with input from the PK-2 principal, 3-5 principal, and the 6-8 principal

Adopted: 4/2025