

CHANDLER UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFICATION: GENERAL OFFICE
TITLE: SCHOOL RECEPTIONIST
CALENDAR: [SCHOOL RECEPTIONIST](#)
SALARY: [GRADE 10](#)

Job Goal:

Contribute to effective school public relations by prompt and courteous handling of all inquiries and visitors, and to perform clerical duties as requested

Minimum Qualifications:

- High school diploma or equivalent
- Ability to operate telephone equipment
- Ability to type at an acceptable rate of speed with accuracy
- Ability to work with students, parents, staff and general public
- Knowledge of and adheres to all policies, regulations and rules

Core Job Functions:

- Greet all visitors and substitute teachers courteously, determines their needs, checks appointments and directs or escorts them to proper person
- Answers all incoming telephone calls and responds appropriately to requests for information
- Uses intercom system to call students from classes at the request of the principal
- Maintains files and records; updates principal's budget and account balances
- Processes a variety of forms, maintaining appropriate supplies
- Performs clerical duties such as typing, sorting, distributing mail, counting and depositing money, filing and assisting with work overflow as requested
- Orders inventories and distributes supplies
- Performs related duties as requested
- Performs all duties in a safe and prudent manner as directed

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accepting direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Office

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction),

focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.