

CHANDLER UNIFIED SCHOOL DISTRICT NO. 80

JOB DESCRIPTION

CLASSIFICATION: GENERAL OFFICE
TITLE: DISTRICT WIDE RECEPTIONIST
CALENDAR: [DISTRICT WIDE RECEPTIONIST](#)
SALARY: [GRADE 11](#)

Job Goal Contribute to effective school public relations by responding to inquiries from all school district constituents

Minimum Qualifications:

- High School Diploma or equivalent with two years additional training in specialized business courses
- Satisfactory criminal background check
- Vision and hearing adequate to exercise job responsibilities in a safe manner

Core Job Functions:

- Greet visitors courteously and directing to appropriate person or office
- Answer all calls and responding appropriately to requests for information, directing calls, or taking messages
- Maintain an attractive, comfortable and safe reception area
- Coordinate District Office conference room schedule
- Report immediately the presence of any visitor who fails to check in according to district procedures or any suspicious activity or unusual behavior
- Distribute notices, agendas, memos, reports, and other materials
- Process incoming mail
- Access certified employees fingerprint clearance using secure AZ Department of Education website
- Assist with recruitment events
- Perform other clerical tasks as needed
- Maintain the confidentiality of protected student and staff member information even after no longer employed
- Be flexible and perform other duties relating to general job function as assigned by supervisors
- Operate and care for school district's equipment properly
- Follow district policies as outlined
- Perform all duties in a safe and prudent manner as directed by supervisors

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 accept 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.