

CHANDLER UNIFIED SCHOOL DISTRICT NO. 80

JOB DESCRIPTION

CLASSIFICATION: GENERAL OFFICE
TITLE: IRC RECEPTIONIST
CALENDAR: 2611
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
- Satisfactory criminal background check
- Vision and hearing adequate to exercise job responsibilities in a safe manner
- Knowledgeable in Microsoft Office Software

Core Job Functions:

- Greet visitors courteously and direct to appropriate person or office
- Answer all calls and respond appropriately to requests for information, directing calls, or taking messages
- Maintain an attractive, comfortable and safe reception area
- Report immediately the presence of any visitor who fails to check in according to district procedures or any suspicious activity or unusual behavior
- Serve as a troubleshooter for hardware problems with classroom computers and related equipment
- Manage communication of class/event schedules
- Assist professional development trainers with classroom set-up
- Maintain the confidentiality of protected student and staff member information even after no longer employed
- Maintain classroom inventory of supplies
- Manage Kiosk/television monitors
- Operate and care for school district's equipment properly
- Follow district policies as outlined
- Perform other clerical tasks as needed
- Be flexible and perform other duties relating to general job function as assigned 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.