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**Position:** Office Campus

**Assignment:** Campus Receptionist

**Reports To:** Principal

**Dept./School:** Assigned Campus

**Wage/Hour Status:** Non-exempt

**Pay Grade:** AS211/187 days

**Date Revised:** Spring 2024

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**Primary Purpose:**

Under direct supervision provide reception and clerical assistance for the efficient operation of the campus office.

**Qualifications:**

**Minimum Education/Certification:**

- High school diploma or GED

**Special Knowledge/Skills/Experience:**

- Proficient keyboarding skills
- Effective organization, communication, and interpersonal skills
- Ability to follow written instructions.
- Ability to operate multi-line phone system.
- Clerical experience in office setting

**Major Responsibilities and Duties:**

- Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
- Greet and direct campus visitors.
- Assist parents in checking students in and out of school.
- Receive, sort, and distribute mail, messages, documents, and other deliveries.
- Assist with the receipt and distribution of student materials, including homework requests.
- Maintain visitor log and issue visitor passes.
- Assist with preparation of materials for mailing, including preparing labels, stuffing envelopes, etc.
- Maintain computerized files using personal computer, including reports, employee roster, and mailing lists.
- Assist with the scheduling of teacher conferences.
- Provide clerical assistance as needed.
- Maintain confidentiality

**Mental Demands/Physical Demands/Environmental Factors:**

- Personal computer and peripherals; standard instructional equipment.
- Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting.

- Frequent walking
- Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment.
- Work inside, may work outside, regular exposure to noise.
- Maintain emotional control under stress; work prolonged or irregular hours; work with frequent interruptions.

**OTHER:** All employees are to follow district safety protocols and emergency procedures.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

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Signature

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Date

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Print Name