

**Job Title:** RECEPTIONIST (DISTRICT)  
**Reports to:** Chief Human Resources and Instructional Support Officer  
**Dept./School:** Human Resources  
**Wages/Hour Status:** Non-exempt  
**Date Revised:** July 24, 2023

### **Primary Purpose**

Under moderate supervision, respond to inquiries from staff, parents, and the public; provide requested information and/or referral to the appropriate parties; direct visitors; and provide general clerical support for the efficient operation of the central administration office.

## **QUALIFICATIONS**

### **Education/Certification:**

High school diploma or GED

### **Special Knowledge/Skills**

Proficient typing/word processing (35 WPM) and file maintenance skills  
Ability to use personal computer and software to maintain spreadsheets, databases and do word processing  
Ability to operate multi-line phone system  
Effective public relations, organization, communication, and interpersonal skills  
Ability to speak, read, and understand English and Spanish  
Ability to read and comprehend instructions  
Ability to effectively present information in one-on-one situations  
Strong organization skills  
Ability to provide assistance with administrative and creative projects

### **Experience**

One to two years clerical and file maintenance experience

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Reception and Phones**

1. Receive and direct incoming calls and emails (SFDRCSISD Information Email), take reliable messages, and route to appropriate staff.
2. Greet visitors (e.g. public, parents, substitutes, vendors, etc.), respond to their inquiries and/or direct them to appropriate personnel in accordance with district policies and procedures regarding building security.
3. Maintain visitor log.
4. Respond to emergency calls and notify appropriate parties to address immediate safety and/or security issues.
5. Receive deliveries and disseminate materials and information to the appropriate parties.
6. Promote good public relations through telephone courtesy.

### **Job Descriptions and Evaluations**

7. Set up new job descriptions and evaluations to present to the School Board of Trustees for approval; make updates as requested by Administrators to present for approval.

## **AESOP**

8. Update AESOP (Employees) according to emailed Human Resources letters with changes to work assignments and separations from the District.
9. Update AESOP with employee name and phone number changes submitted through Skyward-Pseudo Approval.

## **Skyward District On-Line Forms**

10. Maintain, verify and follow up on the electronic collection of all employee on-line forms to include Letters of Reasonable Assurance, Professional-Contracts, Notice of Salary and Duty Assignments, and Employee Handbook Acknowledgements. Provide updates to the Chief Human Resources Officer and the Human Resources Information Systems Coordinator.

## **Teacher of the Week Program**

11. Create a yearly deadline schedule for the Teacher of the Week Program. Work with all campus principals, selected TOW Teachers, and the Multimedia Production Coordinator throughout the school year on the TOW Program.

## **Other**

12. Provide clerical assistance as needed to include processing employee letters for reassignments, new hires, separations, change in work location, temporary employment, summer school hire notices, and assist with the Employee Handbook.
13. Maintain Skyward system with address, phone number, and emergency contact change. Inform all required departments of changes.
14. Assist with resetting and providing employee/staff login credential through Employee Skyward Contact Access.
15. Set up, maintain and distribute a listing of all campus principals, assistant principals, and principal secretaries; and a listing of all Department Administrators.
16. Set up a Special Dates to Remember listing for District-wide awareness.
17. Assist in preparing and distributing or posting job vacancy announcements through Frontline.
18. Maintain and update the District email distributing listing for job vacancy announcements on Frontline.
19. Using the HR vacancy listing, set up the Teacher Vacancies Notice to feature on our District FB page.
20. Compile, maintain, and file all reports, records, and other documents as required.
21. Compose correspondence letters as necessary.
22. Assist with Retirees reception, etc.
23. Maintain confidentiality.
24. Perform other duties as assigned by supervisor.

## **Supervisory Responsibilities**

None

**EQUIPMENT USED**

Standard office equipment including personal computer and peripherals; multi-line phone system, printer, copier, fax machine, scanner, calculator, and shredder.

**WORKING CONDITIONS**

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

Reception desk in the administrative/central office.

Work with frequent interruptions, continuous sitting; maintain emotional control under stress, repetitive hand motions, prolonged use of computer, and occasional prolonged and irregular hours.

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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.

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_