

Litchfield School District - SAU 27

POSITION TITLE: RECEPTIONIST	
Job Description Approved By: <i>Litchfield School Board</i>	Date: <i>7-9-08</i>
General Purpose:	To provide support to school office staff in order to meet the daily needs of the office.
Reports to:	Principal and/or Assistant Principal
Supervises:	None

POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

- Works within a team environment to provide support within an educational office.
- Greets office visitors, including students, parents, faculty, officials and members of the community.
- Understands support needs of visitors and provides answers or direction for further support in an efficient manner.
- Answers incoming telephone calls. Forwards all calls and messages in a professional manner.
- Makes announcements as needed.
- Provides tardy and dismissal passes to students.
- Distributes daily mail.
- May work with volunteer students, and may be responsible for providing general office training and oversight support.
- Maintains confidentiality of information.
- Must comply with all Litchfield School District policy and building / department rules, procedures, practices and objectives.
- Performs all duties in a professional and appropriate manner while interacting with students, parents, faculty, administration and co-workers.
- Performs other tasks and assumes other responsibilities as assigned by building administration.

Evaluation: Performance of duty responsibilities will be reviewed annually.

TERMS OF EMPLOYMENT: Part-time, School-Year plus 5 days (185 days), Non-exempt.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High School Diploma or equivalent
- One to two (1-2) years of clerical / office experience preferred.

Necessary Knowledge, Skills and Abilities:

- Knowledge of modern office procedures, practices and equipment.
- Knowledge of modern office filing systems and procedures.
- Ability to remain calm in difficult situations.
- Ability to successfully multi-task within role.
- Ability to accurately and expeditiously type correspondence, reports and memoranda.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to understand and follow oral and/or written policies, procedures and instructions.
- Ability to perform duties with accuracy and speed under the pressure of time-sensitive deadlines.

LICENSURE AND CERTIFICATION REQUIREMENTS:

None required

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Frequently required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Rarely required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Rarely required
7. Carry 26 to 50 lbs:	Not required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Rarely required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Not required
4. Fingering:	Frequently required
5. Controls and Equipment:	Computer, telephone, typewriter, copy and FAX machine, 2-way radio, postage meter, calculator and file cabinet

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Not required
2. Bending:	Occasionally required
3. Crawling:	Not required
4. Squatting:	Occasionally required
5. Kneeling:	Not required
6. Crouching:	Occasionally required
7. Climbing:	Not required
8. Balancing:	Rarely required

Work Surface(s):

Standard office desk and chair. Carpeted and tile floors.

During the Work Day, Employee is Required to:

	Consecutive Hours								Total Hours											
Sit	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8				
Stand	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8				
Walk	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8				

Work Performed: Inside: 100% Outside: 0%

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not Required

Other Training, Skills and Experience Requirements:

Ability to work with staff, students, parents, committees and the community.

Summary of Occupational Exposures: N/A

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

Applicants will be subjected to a criminal background check required by state law.