



YAZOO COUNTY SCHOOL DISTRICT
School Receptionist
JOB DESCRIPTION

POSITION TITLE: School Receptionist

TITLE of SUPERVISOR: School Administrator(s)

SALARY: Salary is reflective of the Yazoo County School District Non-Certified Wage Scale.

QUALIFICATIONS:

- (1) High School Diploma or Equivalent; additional education desirable;
- (2) Three years of similar experience, preferably with experience in academic environment;
- (3) Knowledge of good telephone etiquette with the ability to deal tactfully and confidently with callers and visitors;
- (4) A courteous and pleasing personality;
- (5) Must be able to work intuitively and independently;
- (6) Strong organizational skills for multi-tasking and prioritizing responsibilities;
- (7) Demonstrated writing and oral communication skills; and
- (8) Ability to establish and maintain satisfactory working relationships with other employees, students, parents and the general public; and
- (8) Organizational skills with a congenial demeanor.

GENERAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

- (1.) Answer incoming phone calls in a pleasant, informed manner for the purpose of providing and creating a good image and first impression of the School;
- (2.) Greet all incoming students, families, and guests respectfully and professionally, determining their needs, checking scheduled appointments, and directing them to the proper person;
- (3.) Check voice mail messages left in school's general mailbox on routine basis and distribute accordingly those messages needing immediate attention;
- (4.) Receive and distribute miscellaneous materials such as school supplies, student lunches, forms, homework assignments, athletic equipment, etc. left with the front office for students by their parents, and/or others;

- (5.) Be knowledgeable and current on school activities, programs, and events related to the school calendar;
- (6.) Select appropriate personnel for resolving concerns or problems as situations present themselves
- (7.) Require all visitors to sign-in and identify themselves; provide appropriate passes and badges following policy and protocol;
- (8.) Check students in and out- issue passes and monitor requests for early dismissals;
- (9.) Assist in all aspects of maintaining a professional front office, including but not limited to fielding and directing incoming phone calls to the appropriate staff member in a timely, professional manner, filing and copying of sensitive information;
- (10.) Develop a positive, welcoming and caring climate in the front office;
- (11.) Work closely with the school nurse and administration regarding care for students, especially in emergencies;
- (12.) Copy and organize materials for teachers and administration when necessary and appropriate;
- (13.) Maintain the School's lost and found area;
- (14.) Assist students and others with routine problems and refer items of concern to the appropriate personnel;
- (15.) Prepare routine correspondence, memoranda, reports, records, bulletins and other office documents when asked to do so;
- (16.) Sort and distribute incoming mail, documents, books, materials and supplies following established procedures;
- (17.) Receive deliveries from outside supply and delivery services, ex. Fed-Ex, UPS; arrange for the distribution to the relevant department;
- (18.) Work closely with school counselors, communicating with them in order to help students and parents in need;
- (19.) Be able to quickly learn names and faces of students and parents;
- (20.) Serve as point of contact for all staff for facilities requests, repairs and needs;
- (21.) Assist with all safety drills including fire, severe weather, and internal security drills;
- (22.) Assist, when needed , with incoming substitutes, making sure they have lesson plans and necessary resources;
- (23.) Wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with school standards;
- (24.) Make a constructive effort to protect all students from conduct detrimental to learning, health or safety;
- (25.) Must work effectively with colleagues, faculty and students by practicing respect for deadlines, collaborative problem solving and honest communication;
- (26.) Must possess sensitivity to confidential information and hold a high standard of integrity;
- (27.) Work with courtesy, tact and diplomacy in dealing with others, and the ability to work as part of a team;
- (28.) Possess an ability to remain calm, composed and flexible within a busy and demanding environment;
- (29.) Abide by and comply with all school policies and regulations; and
- (30.) Other duties as requested or assigned per the school administrator(s).