

Wachusett Regional School District

CLERICAL STAFF

JOB DESCRIPTION

TITLE:

Receptionist

QUALIFICATIONS:

The Receptionist shall possess an ability to maintain a high level of ethical behavior and confidentiality of information as well as display superior phone skills.

REPORTS TO:

The Building Principal and/or Designee

PERFORMANCE EVALUATION:

The Receptionist shall be evaluated annually using the Wachusett Regional School District Annual Support Staff Review Form, Form #: 001-eval.

REPRESENTATION STATUS:

AFSCME, Council 93

JOB RESPONSIBILITIES:

The Receptionist shall assist the school administration in providing for an organized and smooth operational school office environment under the direct supervision of the principal through the school secretary.

In carrying out these responsibilities, the Receptionist shall:

1. Assist the Secretary in typing, photocopying, making stencils, answering the telephone, stapling, and other office activities to assist in the smooth operation of the school office;
2. Coordinate daily phone coverage ensuring efficient processing of calls and messages;
3. Assist the Secretary in maintaining student record files;

4. Assist in the maintenance of a file of vendor catalogues;
5. Assist in the receiving, sorting, and distribution of school supplies;
6. Assist in copying and distribution of printed materials for staff, parents, and students;
7. Perform all other related duties as assigned by the principal or his/her designee.

4/24/97

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 04/24/97