

**BIBB COUNTY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE: LOCAL SCHOOL RECEPTIONIST**

<b>CLASS:</b> Support Personnel	<b>LEVEL:</b> School Receptionist
<b>DEPARTMENT:</b> School	<b>SUPERVISOR:</b> Principal
<b>SERVICE TYPE:</b> Classified	<b>FLSA:</b> Non-exempt
<b>SALARY:</b> BCS Salary Schedule	<b>TERMS OF EMPLOYMENT:</b> 9 Months

**JOB GOAL:**

To insure the smooth operation of the principal's office through application of secretarial and clerical duties.

**MINIMUM QUALIFICATIONS:**

1. High school diploma or GED as recognized by the SDE, OR
2. Completion of a trade or technical school business program, OR
3. Verified proof of two (2) years' successful experience as a receptionist with comparable responsibilities in the private or public sector, OR
4. Verified proof of one (1) years' successful experience as a receptionist with comparable responsibilities in a school system.
5. Proficient in the use of computer programs including Microsoft Office and local and state programs as required; keyboarding and word processing skills required.
6. Competent in the use of office equipment, procedures and practices.
7. Background clearance through FBI and ABI processes.

**ESSENTIAL FUNCTIONS:**

1. Regular and punctual attendance required; full compliance with BCS sick leave and personal leave policies.
2. Provide receptionist services for the principal and other administrators.
3. Perform usual daily office routines and procedures as required in the position.
4. Maintain student records of checkouts, attendance and/or other student accounting, as assigned.
5. Maintain a daily teacher attendance record and the accompanying records for substitute teachers as assigned.
6. Issue student check-in, check-out passes; issue tardy passes; issue bus passes as assigned.
7. Answer telephone, give and take information, transfer calls and send e-mails to school personnel as assigned.
8. Greet visitors courteously, determine their needs, and direct them to the appropriate persons to assist them.
9. Maintain a calendar of appointments and a calendar of school events.
10. Distribute handbooks, memorandums, announcement sheets, letters, forms, and other material as assigned.
11. Distribute incoming mail, packages, and other materials to appropriate personnel.

12. Assist the school registrar in maintaining permanent records, making copies and mailing transcripts as directed.
13. Maintain student files on computer and keep hard copy of attendance files as assigned; forward student transcripts to colleges, employment agencies and other institutions or businesses as assigned.
14. Operate office equipment such as fax machine, copiers and phone system; use computer for word processing, spreadsheets and other applications.
15. Order office supplies as needed.
16. Select and train office assistants as assigned.

**OTHER JOB RESPONSIBILITIES:**

Assume other reasonable and equitable job-related duties as assigned by the Supervisor.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to work an full work day and additional hours as requested.
2. Ability to keep business and school matters confidential.
3. Demonstrated ability to use computers and computer programs (i.e.) Microsoft Office, I-NOW, and other software as assigned.
4. Ability to communicate effectively with the public in a courteous manner and work harmoniously with other employees.
5. Ability to use excellent business English, grammar, spelling, punctuation and basic math.
6. Working knowledge of office procedures and practices.
7. Ability to organize and file materials effectively, and maintain accurate records.
8. Knowledge of Board policies and procedures.
9. Skill in the use of all office equipment.
10. Ability to follow oral and written directions.
11. Ability to work with or without supervision.
12. Excellent organizational and planning skills; ability to be flexible; ability to multi-task.
13. Demonstrated ability to dress and maintain personal appearance appropriate to the position.

**PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:**

1. Stoop, kneel, twist, bend, turn, and reach on a frequent basis as required.
2. Adequate strength, dexterity, agility, visual and auditory acuity to perform required work tasks.

**EVALUATION:**

Job performance for non-probationary employees will be evaluated by the immediate supervisor based on Board policy. Probationary employees will be evaluated at least annually.

**APPEALS:**

An employee who is not satisfied with his/her evaluation shall seek recourse by following the BCS grievance procedure.