

# Sunflower County Consolidated School District

Dr. Debra Dace, Superintendent

*"United For Excellence"*



## Job Description

**TITLE:** Receptionist

**QUALIFICATIONS:**

1. A reasonable degree of proficiency in typing, dictation, and computers.
2. Working knowledge of basic office procedures and the operation of common office equipment and machines.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Assistant Superintendent

**JOB GOAL:** To assure the smooth and efficient operation of the Central Office so that the office's maximum positive impact on the education of children can be realized.

### PERFORMANCE RESPONSIBILITIES

1. Performs the usual office routines and practices associated with a busy yet productive and smoothly run office.
2. Receives and routes all incoming calls.
3. Maintains log for use of district vehicles.
4. Greets visitors to campus.
5. Acts as liaison between school and central office.
6. Disseminates material to Central Office personnel
7. Disseminates mail to Central Office Staff
8. Maintains/Updates Central Office rosters
9. Orders office supplies when needed
10. Performs any bookkeeping tasks associated with the specific position.
11. Prepares reports for the principal as shall be required.

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**12. Performs any assigned duties from Assistant Superintendent/Superintendent.**

**TERM OF EMPLOYMENT:** Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually by the Principal.

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

**Reviewed and agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Incumbent)