

New Albany-Floyd County Consolidated School District Receptionist (143)

JOB POSTING

Job Details

<i>Title</i>	Receptionist
<i>Posting ID</i>	143
<i>Description</i>	TITLE: Receptionist CLASSIFICATION: Operational Support Staff PAY GRADE 3: \$11.06 - \$12.16 hourly <i>(based on education and experience)</i> LENGTH: 7 hours daily / 180 days yearly REPORTS TO: Building Principal

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma, two (2) years successful employment within this district or in district of comparable size or such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- **Computer Skills:** To perform this job successfully, an individual should have knowledge of Microsoft Word, Access and Excel.

RESPONSIBILITY:

- Responds to staff and parent requests via e-mail, voice mail, and phone calls.
- Routes calls and/or conveys messages as needed.
- Meets and interacts daily with staff, students, parents and general public on school related/student matters.
- Possesses clerical skills to include typing and filing.
- Works with faculty and staff as it relates to substitute teachers and attendance.
- Contacts Kelly Services when substitutes are needed.
- Assists with student attendance and student records.
- Performs other related duties as assigned by the Principal and/or other designee.
- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the corporation.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

<i>Shift Type</i>	Full-Time
<i>Salary Range</i>	Per Hour
<i>Location</i>	Hazelwood Middle School

Applications Accepted

<i>Start Date</i>	01/13/2021
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