

EMPLOYEE JOB DESCRIPTION

JOB TITLE:	Receptionist – Elementary School
DEPARTMENT:	Elementary
CLASSIFICATION: Exempt /Nonexempt	Non-Exempt
REPORTS TO:	Elementary School Principal
SUPERVISORY RESPONSIBILITY:	No
POSITION TYPE AND EXPECTED HOURS OF WORK full time or part time typical work hours and shifts days of week overtime expectations	Full time position Monday through Friday
REVIEWED/REVISED DATE:	May 2019

REQUIRED EDUCATION:
Associates degree

REQUIRED CERTIFICATIONS:
Must be certified in CPR/First Aid by first day of employment and required to keep certification current.

REQUIRED WORK EXPERIENCE (YEARS):
Two years' experience as a receptionist or other relevant experience.

JOB SUMMARY/PURPOSE (1325 Character Max):
To provide prompt, courteous attention to all callers and visitors. Monitor the attendance and security of attending families. Provide administrative support where needed.

REQUIRED QUALIFICATIONS:
<ol style="list-style-type: none"> 1. Have knowledge and understanding of Microsoft Office and be able to learn additional programs as needed. 2. Have a knowledge and understanding of child development and the needs of young children. 3. Maintain good working relationships with parents, donors, funders and vendors. 4. Understand and support the philosophy and goals of the organization. 5. Work effectively within the structure of the organization. 6. Maintain good working relationships with co-workers. 7. Maintain confidentiality at all times. 8. Be self-motivated in increasing knowledge and skills by attending staff meetings, workshops, and reading literature related to the field of child development and interpersonal relationships. 9. Follow the guidelines as set forth in the Parent Handbook, Staff Handbook, parent newsletters as well as other materials from the staff and parent meetings. 10. Ability to orally communicate effectively with others, with or without the use of an interpreter. 11. Ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aids or services. 12. Ability to work cooperatively with colleagues and staff. 13. May be required to accomplish job duties using various types of equipment/supplies, to include but not limited to, pens, pencils, calculators, computer keyboards, telephones, etc.

14. Bilingual preferred.
15. Demonstrates leadership abilities.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental job duties of the position. A job function may be considered essential because the reason the position exists is to perform that function, there are a limited number of employee available among whom the performance of that job description can be distributed, and/or the function may be highly specialized. Evidence of whether a particular function is essential includes, but is not limited to, the amount of time spent on the job performing the function and the consequences of not requiring the incumbent to perform the function.

ESSENTIAL JOB FUNCTION (1): Phones

1. Answer phones, record and distribute calls and/or messages in a courteous and timely manner.
2. Listen to voicemail recordings and distribute messages.

ESSENTIAL JOB FUNCTION (2): Visitors and Security

1. Greet visitors in a courteous and professional manner
2. Assure guests are signed in properly and present ID consistent with Jack & Jill policies and procedures; log visitors into Silvershield system.
3. Monitor front door and admit visitors.
4. Ensure Reading Pals sign in and assist them as necessary.
5. Place all items in the message box and give parents all messages.
6. Ensure that parents that are to receive Incident and/or Health Concern forms or other information receive such information and sign for it, as necessary.

ESSENTIAL JOB FUNCTION (3): Student Attendance

1. Distribute classroom attendance sheets to teachers.
2. Record daily attendance in school software program from manually completed attendance sheets
3. For students that are absent, contact families to determine reason for absence.
4. Ensure parents sign out students at the end of the day and reconcile to daily attendance.
5. When student returns to school, obtain written documentation for absence, determine if absence was excused/unexcused, update software and file written documentation.
6. For sick children, notify parents of student illness and need to pick child up; assist in watching child until parent pick up.
7. For parents picking up students outside of normal dismissal, notify staff of child pick up

ESSENTIAL JOB FUNCTION (4): General Office

1. Assist Program Staff by contacting families, i.e. phone calls, letters on book, etc.
2. Ensure that the Lobby is clean at all times.
3. Administrative assistance to Elementary School staff, including typing, photocopying, faxing, etc.
4. Order supplies as requested and approved.
5. Other duties deemed necessary by Administration.

ADA CRITERIA

PHYSICAL REQUIREMENTS	DESCRIPTIONS	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME	HOURS/DURATION AT A TIME	DISTANCE	WEIGHT
Standing	Remaining on one's feet in an upright position at a work station without moving about.	F	1-3 Hours	N/A	N/A
Sitting	Remaining in a seated position.	C	6-8 Hours	N/A	N/A
Walking	To move about on foot or traverse work area.	F	4 Hours	N/A	N/A
Pushing/Pulling	May include office drawers, carts.	C			25 pounds
Lifting	Raising or lowering an object from one level to another.	C			25 pounds
Carrying	Transporting an object, usually holding it in the hands or arms, or on shoulder.	C		50 feet	

PHYSICAL REQUIREMENTS	DESCRIPTIONS	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME
Squatting	To sit in a low or crouching position with the legs drawn up closely beneath or in front of the body; sit on one's haunches or heels.	O
Kneeling	To bear weight on one or both knees.	F
Crawling	To move freely on hands and knees.	O
Bending/Stooping	To bend the head and shoulder, or the body, forwards and downward from an erect position. May also include side or backward bending of the spine.	O
Climb Stair	To go up or ascend, by using the hands and feet or feet only.	F
Climb ladder	To go up or ascend, by using the hands and feet or feet only.	O
Driving	Operate a motorized vehicle.	O
Reaching Overhead	To touch or grasp by extending a part of the body such as a hand).	F
Hand: Grasping	To seize and hold one or more objects in one's hands. To work with the hands in placing/turning motions.	F
Hand/Finger: Fine Manipulation	To manipulate small objects rapidly and/or accurately.	C
Hearing	Ability to distinguish between different tones in person and through electronic devices, and understand meaning of words associated with them. To comprehend language.	C
Speaking/Talking	Ability to express or communicated by voice words and ideas to others.	C
Communication	Ability to understand meanings or words and to use words effectively in order to clearly present information or ideas.	C



Vision	Ability to perceive or comprehend through sense of sight, including the ability to read words and recognize symbols.	C
Color Vision	Ability to perceive or comprehend colors through the sense of sight and distinguish between colors.	F

WORK ENVIRONMENT AND TRAVEL - work environment; temperature, noise level, inside or outside, or other factors that will affect the person’s working conditions while performing the job; along with the percentage of travel time expected for the position.

ENVIROMENTAL CONTITIONS: Job requires exposure to the following:	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME
Blood and/or fluids	O
Latex	O
Extreme noise (interferes with normal conversation)	O
Wet or humid conditions (non-weather)	O
Extreme heat (non-weather)	na
Extreme cold (non-weather)	na
Hazardous waste	na
Fumes or airborne particles	na
Toxic or caustic chemicals	na
Risk of radiation	na
Risk of electrical shock	na
Work near moving mechanical parts	na
Vibration	na
Work in high, precarious places	na
Grease or oil	na
Outdoor weather conditions	O

EEO STATEMENT

Jack & Jill Children’s Center is an equal opportunity employer. All employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and/or employees without regard to race, color, religion, creed, gender, gender expression, age, national origin, sexual orientation/preference, marital status, pregnancy, disability, veteran’s status, or any other characteristic protected by law. In addition to federal law requirements, Jack and Jill complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.



Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description has been approved by all levels of management:

Manager/Director _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____