

RECEPTIONIST – O'PLAINE & ALMOND 10-Month Position

ESSENTIAL JOB FUNCTIONS:

1. Greet visitors and students, determine their needs, check appointments, and direct or escort them to their appointment.
2. Maintain an attractive and comfortable reception area, which includes a reading table stocked with current school district publications and periodicals of general interest.
3. Assist with school registration.
4. Assist with mass mailings.
5. Type daily student and faculty bulletin and send to staff via email.
6. Post student bulletins on the district website and in designated areas.
7. Post Board of Education meeting notices at campus entrances.
8. Operate the switchboard.
9. Update marquee and all electronic student information monitors on weekly basis.
10. Maintain schedule for conference room usage.
11. Complete responsibilities of other clerical staff in their absence.
12. Perform all other duties as assigned.

Updated: 2024