Job Title: Receptionist, District Office

Job Summary:
Under the direction and supervision of the building principal or other designee, the District Office Receptionist will effectively ensure the smooth and efficient operation of the assigned location. The Receptionist will answer inquiries and provide information to the general public, customers, visitors, and other interested parties regarding services provided by the East Valley School District.

Essential Job Functions:
This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Operate telephone switchboard to answer, screen, or forward calls, providing information or taking messages.
- Respond to all clientele in a cordial, courteous manner, answer telephones, and relay messages.
- Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.
- Promotes positive public relations for the district.
- Facilitate communication among the principal, students, parents, staff, and district using skills such as record keeping, filing, note taking, and word processing.
- Is familiar with and answers questions regarding general information relevant to the East Valley School District.
- Exhibits confidentiality, initiative, creativity and enthusiasm in performing job functions.
- Provide typing, word processing, spreadsheet, graphics, and database work that will support the work of building secretaries district-wide.
- Route mail, distribute all in-district communications, act as distribution center for various outside organizations.
- Assist in upholding and enforcing school district rules, administrative regulations, and board policies.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Ability to lift objects weighing 50 pounds.
- Requires the use of multiple communication systems, such as electronic mail and computers.
- Maintain a consistent presence at the assigned work site(s) and work the regular work hours specified by the contract.
- Enforces security through assuring all visitors sign in and out.
- Comply with all District policies and all applicable laws.
- Perform special assignments and other duties as assigned or required by the supervisor.

Desired Skills:
- Preference for a strong background in K-12 secretarial experience.
- Accurately operate 10-key by touch and type 60 wpm.
- Ability to organize, set priorities, meet deadlines, make sound decisions, attention to detail, and follow through on a variety of assigned tasks.
- Demonstrated ability to use a multi-line phone system, etiquette and procedures.
• Demonstrates excellence in clerical skills, including accurate filing, proofreading, grammar, spelling, punctuation, arranging letter format, etc.
• Demonstrates ability to communicate clearly and effectively in both oral and written communication.
• Working knowledge of district-adopted software, including Microsoft Office.
• Sets and attains high level of expectations with a commitment to using available resources in a way that accomplishment occurs.
• Demonstrates the ability to learn new ideas and skills for solving problems in a dynamic team environment while cooperating with others and adapting to a variety of assignments and conditions.
• Demonstrates personal characteristics of flexibility, high-stress tolerance, reliability, punctuality, dependability, and an ability to maintain confidentiality.
• Ability to relate and work effectively with staff and community, while maintaining high standards of professionalism and diplomacy in dealing with the public and district staff.

Minimum Qualifications:
• High School diploma or equivalent (documentation required at time of application).
• Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance.
• Valid Washington State driver’s license or evidence of mobility.
• Proof of Immunization (if born 1/1/57 or later).
• I-9 Employment Eligibility in compliance with the Immigration Reform and Control Act.
• Completion of all district-required trainings within thirty (30) calendar days from hire date.

Work Environment:
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. This is an office job. The employee is confined to a work area; required to have precise control of fingers and hand movements; experiences constant interruptions and inflexible deadlines; must be able to work at a computer monitor for prolonged periods; and must be able to crouch, crawl, bend, kneel, and lift/move objects such as files, boxes, etc. The employee is required to deal with distraught and/or angry persons and may be exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:
The Secretary/Receptionist shall be evaluated per the terms of the Public School Employees Collective Bargaining Agreement and the Building Program Administrator. The process shall include an evaluation of the employee’s performance of the above essential job functions and desired skills.

Classification History:
Job description developed: June 2015 mmr
Job description revised: April 2021 jls

East Valley School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Compliance Coordinator: Thomas Gresch, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830 rescht@evsd.org. ADA/Civil Rights Coordinator: Jane Stencel, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 241-5025, stencelj@evsd.org. Section 504 Coordinator: Maureen Lyden, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830, lydenm@evsd.org.