

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: CAMPUS RECEPTIONIST

QUALIFICATIONS:

1. High school diploma plus two (2) years related experience.
2. Operational level of office skills including: working in Microsoft Office programs, filing, photocopying, calculator use, recordkeeping ability, ability to compose correspondence, switchboard procedures.
3. Strong interpersonal communication and public relation skills.
4. Good telephone voice and manner.
5. Ability to exercise independent judgment.
6. Ability to work under and adhere to deadlines.
7. Shall maintain a level of confidentiality.
8. Required criminal history background check and proof of US citizenship or legal resident alien status.

REPORTS TO: Assistant Principal

POSITION GOAL:

To represent the school district in a professional manner to visitors and telephone callers.

ESSENTIAL JOB FUNCTIONS:

1. Greet visitors to the building, ascertain the nature of their business and announce them to the appropriate party.
2. Ensure visitors are properly signed in through electronic software tracking program.
3. Place, receive and route telephone calls through switchboard.
4. Provide direction to incoming mail/delivery.
5. Track entrance and exit in all building doors using surveillance system and notify administration of any issues/concerns.
6. Perform other duties as assigned by the Assistant Principal consistent with this job

description.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

BOE APPROVED: 10/2/17
2nd Reading: 10/16/17