



Title:	Receptionist
Reports to:	Principal
Terms of Employment:	10 months
Salary:	NC State Salary Schedule

Qualifications:

- Associate's Degree preferred
- Graduation from high school and any equivalent combination of training and experience which provides the required knowledge, skills and abilities

Essential Job Functions:

Answer Telephone

Assist with signing in and out of students that arrive late or leave early

Assist all visitors that enter school office

Calling parents for students as necessary

Filing student sign in/out cards at end of day

Filing discipline reports on students as needed

Assist with parent

Making copies as needed

Deliver mail to teachers mail boxes

Call parents in regards to student absences

Assist with attendance letters

Processing Maintenance & Technology Workorders

Assist substitute teacher with teacher information that might be needed for the day

Any other duties as assigned by the supervisor