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|  | **JOB TITLE** | CENTRAL OFFICE RECEPTIONIST |
| **REPORTS TO** | DIRECTOR OF HUMAN RESOURCES OR DESIGNEE |
| **SALARY SCHEDULE/GRADE** | BUSINESS SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | 260 DAYS, 7.5 HOURS PER DAY |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 7791 |
| **POSITION CLASSIFICATION** | CLASSIFIED |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.  |
| One year of customer service or hospitality experience preferred. |

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| **POSITION SUMMARY** |
| Office management helps to bring smoothness to the performance of business activities, providing a **regular** flow of communication between each department, supporting company operations by maintaining office systems and connecting internal and external community members. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities. Evaluated based on the efficacy of aligned actions.  |

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| **PERFORMANCE RESPONSIBILITIES** |
| Greet and offer community centered hospitality to guests in person, written correspondence, and by phone. |
| Create and maintain meeting schedule system for Central Office conference rooms.  |
| Utilize Pride Path to maintain awareness of school and district events. |
| Maintain employee birthday caretaking system. |
| Maintain office services by organizing office operations and procedures; controlling school, community and district correspondence; designing and maintaining filing and mail distribution systems; assigning and monitoring clerical functions. |
| Define and maintain procedures for retention, protection, retrieval, transfer, and disposal of records. |
| Maintain office efficiency by planning and implementing office systems, layouts, and equipment procurement.  |
| Maintain professional and technical knowledge by attending workshops/trainings in person or electronically; reviewing professional publications; establishing personal networks; participating in professional societies. |
| Design and implement office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.  |
| Assist and support Community and Board Relations LEADer with events, projects, and other community centered initiatives.  |
| Demonstrate a commitment to professional growth. |
| Demonstrate punctuality and regular attendance.  |
| Maintain appropriate professional appearance. |
| Adhere to the appropriate code of ethics. |
| Perform other duties as assigned by Superintendent or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Effective verbal and written communication. |
| Analysis and assessment for effective decision making and problem solving. |
| Prudent judgment for high level of customer caretaking. |
| Planning, organization, and system design. |
| Ability to be self-directed, self-motivated.  |
| Attention to detail. |
| Manage time effectively to meet deadlines. |

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| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting and/or walking. Communicate effectively using speech, vision and hearing. Use of hands for simple grasping and fine manipulations. Bending, squatting, crawling, climbing, reaching. Requires the ability to lift, carry, push or pull light weights . |