

**IN-HOUSE OPENING
RECEPTIONIST – YOSEMITE HIGH**

DEADLINE: June 19, 2012, 3:00 p.m.

Please turn in: An application along with a letter of Intent, resume and any documents required in job description.

ASSIGNMENT:

Title and Classification:	Receptionist
Department:	Administrative Office
Site:	Yosemite High School
Terms of Employment:	8 hrs. per day, 11 Month
Hours:	7:30 a.m. – 4:30 p.m.
Supervisor:	Assistant Principal
Salary Range:	Range 10

GENERAL DESCRIPTION:

Under general supervision, perform reception duties, operate the central telephone system; and perform general clerical work as directed.

DUTIES AND AREAS OF RESPONSIBILITY:

Assigned tasks may include filing, using a variety of office machines, and computer operation. May train student assistants in the operation of the central telephone system; however, must personally operate the system the major portion of the day.

- Primary emphasis shall be on greeting and receiving visitors, students and staff to the school office(s) in a cordial manner.
- Provide information and direction, operate the central telephone system; take and relay messages, and make referrals.
- Assigned tasks may include filing, using a variety of office machines, and computer operation.
- May train student assistants in the operation of the central telephone system; however, must personally operate the system the major portion of the day.
- Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. Place the applicable number from the chart below that best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis.

- | | |
|----------------------------------|---|
| 1. Seldom = Less than 25 percent | 3. Often = 51-75 percent |
| 2. Occasional = 25-50 percent | 4. Very Frequent = 76 percent and above |

- 3 a. Ability to work at a desk, conference table or in meetings of various configurations.

- 1 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 3 f. Ability to bend and twist, stoop and kneel, crawl, push, and pull.
- 2 g. Ability to lift 50 lbs.
- 2 h. Ability to carry 50 lbs.
- 3 i. Ability to reach in all directions.
- 0 j. Ability to work at heights.
- 0 k. Ability to ascend and descend ladder.
- 0 l. Ability to work in the elements (extreme temperatures).

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills requires of personnel so classified.

DESIRABLE QUALIFICATIONS:

- Ability To:
 - Follow instructions both written and oral.
 - Learn District's policies and procedures related to students and support.
- Computer Skills
 - Maintain Confidentiality
 - Willingness to attend training sessions.
 - Familiar with Microsoft Word/Excel, Aeries and other related software programs.
 - Typing 40 words per minute.
- Experience:
 - Work experience in a related field preferred.
- Education:
 - High School Diploma or G.E.D. Preferably supplemented by additional specialized preparation.
 - First Aid and CPR Certification preferred.
- Interpersonal Skills:
 - Enjoys working with young people
 - Professional demeanor
 - Deals effectively with the public
 - Diffuses difficult situations
 - Assertiveness
 - Willingness to take direction
 - A team player
- Organizational Skills
 - Reliability
 - Takes the initiative
 - A self-starter
 - Ability to follow-through on an assignment and handle more than one task at once.

Required:

- Possess a valid California Drivers License.
- Finger Printing
- Must pass District Proficiency Test within three years of application.
- TB Test
- Drug Test
- Mandatory Agency Shop

EVALUATION:

Performance in this job will be evaluated in accordance with provisions of the CSEA Contract and Board policy on evaluation of support service personnel.

ACCOMMODATION:

Yosemite Unified School District is an "Equal Opportunity Employer" and does not discriminate on the basis of race, color, national origin, sex, or handicap. Reasonable accommodation may be made to enable a person with disability to perform the essential function of the job.