



Job Title: Special Education Receptionist

Exemption Status/Test: Nonexempt

Reports to: Director of Special Education

Date Revised: December, 2015

Dept. /School: Special Education

Primary Purpose:

Monitor and oversee the visitors coming to the Special Education Department at the Harris Hill Administration Building.

Qualifications:

Education/Certification:

High School Diploma or GED

Special Knowledge/Skills:

Strong organizational, communication, and interpersonal skills

Knowledge of Microsoft Office

Bilingual preferred

Major Responsibilities and Duties

Program Management

1. Positively interact with all levels of district employees and visitors to the Special Education Department as well as monitoring the office entrance, greeting and directing visitors correctly.
2. Answer phones, transfer calls and forward messages.
3. Schedule audiology appointments.
4. Record, assign and forward Request for Evaluation requests to appropriate staff.
5. Sort and distribute department mail.
6. Positively represent the school district.
7. Schedule training rooms for the special education staff workshops.
8. Serve as a liaison to the custodial staff and submit work orders.
9. Possess highly effective and pleasant telephone skills in order to communicate with staff and public in a positive and professional manner.
10. Strong organizational and general clerical skills with experience.
11. Effective computer skills.
12. Initiative in performing routine office functions.
13. Good judgement in handling confidential information.

Supervisory Responsibilities

Supervises CTE student.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.