

# UNION TOWNSHIP PUBLIC SCHOOLS

## JOB DESCRIPTION

**TITLE:** RECEPTIONIST/ PUBLIC RELATIONS COORDINATOR

**QUALIFICATIONS:**

1. High School diploma or equivalent training.
2. Have a minimum of three years of successful experience in a related secretarial or office position.
3. Demonstrate excellent reception and secretarial skills, including general bookkeeping skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
4. Be highly proficient in the use of current Microsoft Office Applications, Google Applications or an equivalent computer program.
5. Demonstrate the ability to communicate effectively, both orally and in writing, using proper grammar and vocabulary.
6. Demonstrate appropriate telephone etiquette, with proper voice inflection.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community, including difficult and emotional situations.
9. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**REPORTS TO:** Superintendent/ Executive Administrative Assistant

**JOB GOAL:** To positively and professionally greet visitors of the administration building and to assess their needs in order to direct them to the appropriate department for assistance and to foster a positive image of the district with the community.

**PERFORMANCE RESPONSIBILITIES:**

1. Hold as confidential, all aspects of the job designated confidential by the Superintendent.
2. Handle mail and correspondence of the office, responding to routine requests for information, and assisting with visitor inquiries.
3. Answer and screen telephone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters.
4. Accommodates the caller's concerns without referring callers unnecessarily.
5. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
6. Operate all business machines necessary to complete reports and clerical work required in the operation of the office.
7. Identify and assist in creating procedure to promote a positive image for the district within the community.

8. Oversee the school district's social media, newsletter, and publications.
9. Promote the district's strengths and achievements by publicizing student, faculty and staff accomplishments.
10. Work with community members to seek support and cooperative relationships. Promote the development of collaborative initiatives between the district schools and local businesses.
11. Represent the district in various community affairs when needed.
12. Perform additional duties as may be required by the Superintendent.

**TERMS OF EMPLOYMENT:**

Salary and work year to be determined by the board.

**ADOPTED BY: UNION BOARD OF EDUCATION**

**Date:**