



Henrietta Independent School District

All IN FOR EXCELLENCE

Mailing Address

1801 E Crafton

Henrietta, TX 76365

Job Title: Campus Receptionist

Exemption Status/Test: Nonexempt

Reports to: Principal

Date Revised: 05/14/2025

Dept./School: High School

Primary Purpose:

Under close supervision provide reception and clerical assistance for the efficient operation of the campus office.

Qualifications:

Education/Certification:

- High school diploma or GED

Special Knowledge/Skills:

- Proficient keyboarding skills
- Effective organization, communication, and interpersonal skills
- Ability to understand and follow detailed written and verbal instructions
- Ability to operate multi-line phone system

Experience:

- 2 years of clerical experience in office setting preferred.

Major Responsibilities and Duties:

Reception and Phones

- Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
- Greet and direct campus visitors. Maintain visitor log and issue visitor passes.
- Assist parents in checking students in and out of school.
- Prepare and distribute student identification cards, bus passes, and parking stickers.

- Assist with the receipt and distribution of student materials, including homework requests.
- Receive, sort, and distribute mail, messages, documents, and other deliveries.

Other

- Provide clerical assistance as needed including assisting with the scheduling of appointments.
- Compile, maintain, and file all reports, records, and other documents as required.
- Maintain confidentiality.
- Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Multi-line phone system; standard office equipment including personal computer and peripherals

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

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

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

Environment: May work prolonged or irregular hours

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