

# CLEVELAND INDEPENDENT SCHOOL DISTRICT

## *Job Description*

316 EAST DALLAS STREET | CLEVELAND, TEXAS 77327 | WWW.CLEVELANDISD.ORG | 281.592.8717

<b>TITLE:</b>	Receptionist - Campus	<b>STATUS:</b>	Non - Exempt (At-Will)
<b>REPORTS TO:</b>	Campus Principal	<b>TERMS:</b>	196 Days
<b>DEPARTMENT:</b>	Assigned Campus	<b>PAY GRADE:</b>	CL1

### PRIMARY FUNCTION

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:

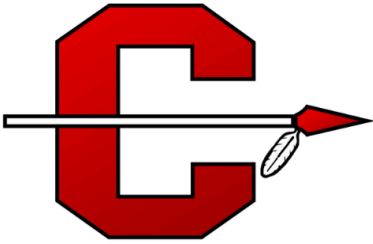
One (1) year of clerical/secretarial experience or other equivalent experience or background

### EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of personnel.

### ESSENTIAL JOB FUNCTIONS:

1. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
2. Greet and direct campus visitors. Maintain visitor log and issue visitor passes.
3. Assist parents in checking students in and out of school.
4. Prepare and distribute student identification cards, bus passes, and parking stickers.
5. Assist with the receipt and distribution of student materials, including homework requests.
6. Receive, sort, and distribute mail, messages, documents, and other deliveries.
7. Provide clerical assistance as needed including assisting with the scheduling of appointments.
8. Compile, maintain, and file all reports, records, and other documents as required.
9. Other duties assigned.
10. Reliable attendance and punctuality.
11. Follow district safety protocols and emergency procedures.



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12. Participate in staff development activities to improve job-related skills.
13. Comply with state, district, and school regulations and policies.
14. Attend and participate in faculty meetings and serve on staff committees as required.
15. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
16. Perform other duties as assigned by supervisor and the Superintendent of Schools.

### WORK ENVIRONMENT

#### **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, and twisting

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

**Lifting:** Occasional light lifting and carrying (less than 25 pounds)

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

**Environment:** Indoors including but not limited to: classroom, cafeteria, library, or other campus location.

Outdoors (exposure to sun, heat, cold, and inclement weather). Exposure to noise. May work prolonged or irregular hours. A remote location in the event of a declared emergency, temporary closure, or closure.

Personal Protective Equipment may be required.

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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

**Special Funding:** If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed to the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

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Employee Signature

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Date