



Crandall Independent School District

Job Description

Job Title: Campus Receptionist

Reports To: Principal

Dept./School: Assigned Campus

Wage/Hour Status: Non-Exempt

Date Revised: February 11, 2022

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:

Secretarial or clerical experience

Major Responsibilities and Duties:

Reception and Phones

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. Instruct student aides accordingly in order to perform various tasks in front office.
5. Prepare and make school announcements as needed.
6. Assist with the receipt and distribution of student materials, including homework requests.
7. Distribute weekly student grade check sheets.
8. Assist with substitutes for the campus.
9. Receive, sort, and distribute mail, messages, documents, and other deliveries.

Other

10. Provide clerical assistance as needed including assisting with the scheduling of appointments.
11. Compile, maintain, and file all reports, records, and other documents as required (collecting monies, selling athletic tickets to students and public, etc.).
12. Be available by phone, email, or video conferencing to confer with district personnel, students, and/or parents.
13. Communicate with students or parents on a regular basis via phone or video conference, email, or district-approved website.
14. Maintain confidentiality.
15. 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: My work prolonged or irregular hours

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

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

Print Name

Signature

Date