

Elementary – Receptionist – WAC

General Statement of Responsibilities:

To contribute to effective school/public relations by prompt and courteous handling of all incoming calls, inquiries and visitors.

Responsibilities:

- Sign in all visitors with the Raptor system. Manage electronic door for visitors. Manage any problems with visitors with the help of an administrator
- Follow proper procedure regarding sex offenders, police officers, and CPS
- Be aware of alarm and know when to use it
- Follow proper procedures with fire drills/students exiting the building. Call police/fire department/alarm company
- Answer all phone calls
- Go thru VOE process with students and issue VOE's
- Occasionally sell t-shirts
- Create picture day schedule
- Help distribute yearbooks if needed
- Deliver supplies when they arrive
- Make parent phone calls when requested by administrators
- Monitor school district volunteer list
- Keep up with school activities and type daily announcements
- Perform other duties and responsibilities assigned by Principal

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

Qualifications:

- **In/Out of District**
- High School Diploma/GED
- Bilingual preferred

Other Information: Fingerprinting: All potential candidates must adhere to and meet the requirements set forth in **Texas Education Code (TEC), Chapter 22, Subchapter C prior to employment.**

Apply To: Applicants are required to fill out an online application at www.dpsid.org and attach/mail an updated resume and copy of high diploma/GED to the Human Resources Department.

Start Date: Effective the 2025-2026 School Year

Salary: 2025-2026 Paraprofessional Clerical Hiring Schedule Pay Grade 1

Days: 183

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

I have read and understand the responsibilities and duties of this position as outlined above.

Printed Name

Signature

Date