



Revised 06/09/2022, 4/17/2023, 8/11/2023

JOB DESCRIPTION

POSITION TITLE: Visitor Liaison	REPORTS TO: Principal
WORK DAYS: 210 days per year	PAY FREQUENCY: Monthly
SALARY SCHEDULE: Local Salary Schedule	JOB CODE: 487
FLSA: Non-Exempt	LOCATION: Harris County School District
PRIMARY FUNCTION: Provides clerical support, answers inquiries, and provides information to the general public, faculty, staff, students, visitors, and school administration.	

REQUIRED QUALIFICATIONS:

Minimum Education:

High school diploma (or GED or High School Equivalence Certificate).

Minimum Experience:

Knowledge of administrative and clerical procedures

Preferred Knowledge, Skills, & Abilities:

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| <ul style="list-style-type: none">• Effective written and oral communication• Organizational and interpersonal skills• Computer competence• Reasoning abilities• Problem solving• Microsoft Office Suite; proficient at Excel | <ul style="list-style-type: none">• Active listening• Service orientation• Infinite Campus |
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THE BOARD OF EDUCATION AND THE SUPERINTENDENT MAY ACCEPT ALTERNATIVES TO SOME OF THE ABOVE REQUIREMENTS.

ESSENTIAL DUTIES AND TASKS:

- Demonstrates prompt and regular attendance
- Exhibits professionalism
- Follows all county, state, and federal policies and procedures
- Welcomes visitors in person or on the telephone
- Answers or refers inquiries
- Manages multiple projects independently with frequent interruptions
- Provides superior customer service
- Determines nature and purpose of visits
- Directs or escorts visitors to specific destinations
- Monitors security camera
- Providing information, taking messages, or scheduling appointments
- Uses office machines and equipment in an efficient and productive manner
- Files, manage records, data management, and reporting
- Time management (meets deadlines)
- Follows professional ethics in all work-related activities
- Performs other duties as assigned

The Harris County School District is an Equal Opportunity Employer



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POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time position. 8-hour workdays, generally Monday through Friday, 7:30 am to 3:30 pm. Occasional evening and weekend work may be required as job duties demand.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands, handle or feel, and reach with hands and arms. Routine physical activities required to fulfill job responsibilities; able to lift a minimum of 20 pounds; spend time making repetitive motions, spend time sitting.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EVALUATION:

Performance on this position will be evaluated in accordance with the Performance Appraisal for Classified Employees (PACE)