



Hays Consolidated Independent School District

Job Title: Receptionist - Elementary/Middle School

Wage/Hour Status: Nonexempt

Reports to: Principal

Pay Grade: P1
ES-192 days; MS-197 days

Dept./School: Elementary/Middle School Assigned

Date Revised: February 2/7/2025

Primary Purpose:

Answer the telephone in a professional manner, direct calls to the appropriate departments, answer questions, take messages accurately and be the communicator with emergency personnel when necessary. Assist visitors, administrators, teachers, staff, and students with various requests. Work independently maintaining a positive attitude while performing various tasks in order to provide an orderly and efficient atmosphere in the front office.

Qualifications:

Education/Certification:

High school diploma or equivalent

Special Knowledge/Skills:

Proficient keyboarding skills

Ability to maintain accurate records

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/clerical experience

Major Responsibilities and Duties:

1. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
2. Greet and check in all campus visitors using District approved software (Raptor); maintain visitor log; issue visitor passes.
3. Receive, sort, and distribute mail, messages, documents, and other deliveries.
4. Assist in clinic when necessary.
5. Maintain cordial and workable relationships with all personnel, campus visitors, and students.
6. Promote positive community relations through effective communications.
7. Pull student files to verify identity of authorized persons with whom student may leave.
8. Provide clerical assistance as needed.
9. Maintain confidentiality.
10. Perform other duties as assigned.

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; walking.

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

Environment: Work with frequent interruptions and noisy conditions; moving to different parts of the office is necessary during the day.

Mental Demands: Maintain emotional control under stress.

EEOC Statement:

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

This document describes 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. Positions are extended annually based upon availability of funding. Signature of acknowledgement indicates a receipt of aforementioned information.

Employee Name (please print)

Date

Employee Signature

Badge #