



Hays Consolidated Independent School District

Department of Human Resources

Job Title: Receptionist High School

Wage/Hour Status: Non-Exempt

Reports to: Principal

Pay Grade: PP01, 197 Days

Dept./School: High School Assigned

Date Revised: March 2022

Primary Purpose:

Under close supervision provide reception and clerical assistance for the efficient operation of the high school 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:

2 years' clerical experience in office setting

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. Assist visitors with campus check-in using Raptor system and issue visitor passes.
3. Monitor/unlock doors to reception area for parents/students.
4. Assist parents in checking students in and out of school.
5. Prepare and distribute student identification cards, bus passes, and parking stickers.
6. Receive, sort, and distribute mail, messages, documents, and other deliveries.

Other

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. Maintain confidentiality.
10. 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: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; 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.

Employee Name (please print)

Date

Employee Signature

Badge #