

JOB DESCRIPTION

Position: High School Receptionist

Pay Grade: CP2

Duty Days: 226

Salary: KISD Current Staff Compensation Plan for Paraprofessionals

Qualifications:

- High School Diploma or GED.
- Basic phone and computer skills.

Duties include but at not limited to the following:

- Answer all incoming calls, take messages, and assist with questions.
- Cheerfully greet students, faculty, parents, district personnel, other visitors, and provide assistance as needed.
- Check in visitors according to district/campus guidelines.
- Accept deliveries and distribute appropriately.
- Assist with U.S. and inter-departmental mail and distribute appropriately.
- Assist in preparing mail outs. (School newsletters, etc.)
- Distribute information to students and parents. (School portrait packets, class ring packets, etc.)
- Knowledgeable and proficient in Microsoft Outlook, Word, Excel, etc.
- Assist with new student enrollment.
- Supervise office aides.
- Assist in summer months with transcript requests, verification of enrollment forms, and other duties as needed.
- Perform other duties as requested by the principal and/or administrative designee.
- Reports directly to the principal and/or administrative designee

Work Conditions:

- Maintain emotional control under stress.
- Frequent repetitive hand and wrist activities.
- Moderate standing, bending, stooping and lifting.

A select number of applicants will be invited for an interview. Only persons with the above credentials and background will be considered.

- **Both** In-district and Out-of-district applicants should submit an application, and upload resume and copies of educational credentials and certifications through our online application process.

The Klein Independent School District does not discriminate on the basis of age, color, disability, national origin, race, religion, or sex in the educational programs or activities which it operates and is an equal opportunity employer.