



## RECEPTIONIST, ELEMENTARY RECEPTIONIST

Rev. June 2022

**Job No.: P128**

**Reports to:** Principal or designee

**Dept./Campus:** Assigned Campus

**FLSA Status:** Non-exempt

**Pay Grade:** PP1

**Term:** 207 Days

### PRIMARY PURPOSE:

To respond to incoming calls and receive and greet students, parents and visitors in a way that optimizes efficiency and minimizes disruption of the educational process and provide clerical assistance for the efficient operation of the elementary campus office.

### MAJOR RESPONSIBILITIES AND DUTIES

- Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
- Greet and direct campus visitors.
- Assist parents in checking students in and out of school.
- Receive, sort, and distribute mail, messages, documents, and other deliveries.
- Assist with the receipt and distribution of student materials, including homework requests.
- Maintain visitor log and issue visitor passes.
- Assist with preparation of materials for mailing, including preparing labels, stuffing envelopes, etc.
- Maintain computerized files using personal computer, including reports, employee roster, and mailing lists.
- Assist with the scheduling of teacher conferences.
- Provide clerical assistance as needed.
- Assist in the nurse's office as needed.
- Process work orders through computer system.
- Process transportation change requests.
- Collect and monitor funds of various campus projects.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

### SUPERVISORY RESPONSIBILITIES

- None.

### GENERAL QUALIFICATION GUIDELINES

#### Education/Certification/Experience:

- Graduation from an accredited high school or GED.
- Experience in clerical work in office setting.

#### Knowledge/Skills/Abilities:

- Skill in organization, communication, and interpersonal relations.
- Ability to manage multiple priorities and projects; and use computer and application software.

#### Mental/Physical/Environmental Demands:

*The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.*

- Ability to understand, remember and apply oral and/or written instructions or other information.
- Must be able to remain in sitting position for long periods to answer phone calls and greet guests.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

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- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.