



## RECEPTIONIST, HS

Rev. July 2025

**Job No.:** 5104

**Reports to:** Principal

**Dept./Campus:** Campus

**FLSA Status:** Non-exempt

**Pay Grade:** 501

**Term:** 220 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; provide clerical assistance for the efficient operation of the high school campus office.

### MAJOR RESPONSIBILITIES AND DUTIES

- Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
- Greet and direct campus visitors.
- Respond to inquiries from staff members, students, and the general public.
- Assist students, teachers, and parents as needed.
- 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.
- Demonstrate 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 (Bilingual/Spanish preferred).
- 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.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

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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- 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.