

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Receptionist Administrative Center	Wage/Hour Status:	Non-Exempt
Reports To:	Coordinator Employee Relations	Pay Range:	735
Dept./School:	Human Resources	Date Revised:	09/09/19

Primary Purpose:

Respond to the Administrative Center reception area in a manner reflecting the excellence of the educational and administrative program of the Plano ISD.

Qualifications:

Education/Certification:

High school diploma or equivalent (required)

Special Knowledge/Skills:

Bilingual (Spanish) (preferred)

Ability to communicate clearly and positively interact with staff and guests to the Administrative Center

Ability to read and interpret documents, such as procedure manuals and safety rules

Ability to work independently and as a part of a team

Ability to perform basic math skills

Ability to prioritize daily work assignments

Ability to solve practical problems and deal with a variety of situations in which limited standardization exists

Experience:

Prior public relations experience (preferred)

Major Responsibilities and Duties:

Operate Plano ISD administrative center switchboard

Greet all visitors, following all current procedures for recording visitors (in and out) and direct them to appropriate meetings, rooms or offices

Maintain current and accurate information (phone numbers and work addresses) of district personnel, as well as district campuses

Provide directions to the various campuses and locations within the Plano ISD, upon request

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Assist with maintaining meeting reservations/cancellations for the Administrative Center

Assist with coverage for Cox and Shiloh Center receptionists, if necessary

Assist with receiving of special delivery mail and packages, if necessary

Assist with reports regarding visitor activity and meeting room activity

Follow record retention guidelines for all visitors and meeting room forms

Assist with providing late night meeting notice to security

Assist in training backup personnel for receptionist position

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and/or supervisors

Equipment Used:

District computer with current email and faxing programs, telephone system, calculator and copier

Working Conditions:

Mental Demands:

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress

Physical Demands/Environmental Factors:

Work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 09-09-19

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____