

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Receptionist Administration Building	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Coordinator Employee Relations	<b>Pay Range:</b>	735
<b>Dept./School:</b>	Human Resources	<b>Date Revised:</b>	7/15/2021

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**Primary Purpose:**

Greet visitors to the Administration Building and respond to inquiries, provide requested information and/or referral to the appropriate parties; direct visitors; and provide general clerical support for the efficient operation of the building.

**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:**

Receive and direct incoming calls, take reliable messages, and route to appropriate staff

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

Maintain visitor log and issue visitor passes

Respond to emergency calls and notify appropriate parties to address immediate safety and/or security issues

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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

Assist with maintaining meeting reservations/cancellations for the Administrative Building

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

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**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:** 07/15/2021

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:** \_\_\_\_\_