

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Receptionist Campus	Wage/Hour Status:	Nonexempt
Reports To:	Building Principal	Date Revised:	4/18/17
Dept./School:	Campus		

Primary Purpose:

Responsible for providing reception and clerical assistance for the campus office.

Qualifications:

Education/Certification:

High school diploma or equivalent

Special Knowledge/Skills:

Proficient skills in typing, word processing, and file maintenance

Effective organizational, communication, and interpersonal skills

Experience:

Some experience that demonstrates basic skills to perform tasks

Major Responsibilities and Duties:

Greet and direct guests, parents, and visitors to the campus

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

Receive, sort, and distribute mail, messages, documents, and other deliveries

Maintain accurate records of substitute teachers

Operate the clinic when the nurse is unavailable

Monitor students checking in and checking out of school

Assist with general written correspondence and forms

Assist with morning student passes

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

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Job Title: Receptionist Campus

Equipment Used:

Computer, typewriter, printer, copier, fax and telephone

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

Acknowledgment:

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:** 04-18-17

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: _____