

Job Title:	Ed Center Receptionist	Wage/Hour Status:	Hourly
Reports to:	Executive Director	Pay Grade:	303
Dept./School:	Human Resources	Date Revised:	November 22, 2024

Primary Purpose

Under moderate supervision, respond to inquiries from staff, students, parents, and the public; provide requested information and/or referral to the appropriate parties; direct visitors; and provide general clerical support for the efficient operation of central office.

Qualifications**Education/Certification**

High School Diploma/GED or high education from an accredited institution of higher education

Special Knowledge/Skills

- Effective public relations, organization, communication, and interpersonal skills
- Knowledge of computers and software applications
- Ability to operate multi-line phone system
- Ability to effectively present information in one-on-one situations
- Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Experience

Two (2) years related experience

Major Responsibilities and Duties

1. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
2. Greet visitors (e.g., public, parents, students, substitutes, vendors, etc.) and respond to their inquiries and/or direct them to appropriate personnel in accordance district policies and procedures regarding building security.
3. Respond to emergency calls and notify appropriate parties to address immediate safety and/or security issues.
4. Receive deliveries and disseminate materials and information to the appropriate parties.
5. Provide training on phone system for employees that serve as a backup to the receptionist desk.
6. Provide clerical assistance as needed.
7. Compile, maintain, and file reports, records, and other documents as required.
8. Maintain confidentiality.
9. Follow district safety protocols and emergency procedures.
10. Perform other duties as assigned by supervisor.

Supervisory Responsibility

None

Equipment Used

Standard office equipment including personal computer and peripherals; multi-line telephone system

Physical and Mental Job Requirements**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work with frequent interruptions. Prolonged use of telephone system.

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a

copy. Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.