



Flour Bluff Independent School District Job Description

JOB TITLE: Campus Receptionist

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 187 or 195

REPORTS TO: Principal

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- Under the supervision of the Principal, the Receptionist contributes to the efficient and effective flow of communications throughout the office. To enhance public relations by exhibiting prompt and courteous handling of all inquiries and visitors. To assist the principal's office as needed and available. Proficiency in the use of copiers, calculators, typewriters, computers, and printers. To discuss with supervisors' methods or ideas that enhances the overall efficiency of the department. To contribute to staff morale by projecting a pleasant and friendly personality that exhibits maturity and self-control.

QUALIFICATIONS:

- High School Diploma or G.E.D.
- Proficiency in typing, word processing and file maintenance

MAJOR RESPONSIBILITIES AND DUTIES:

1. Greets visitors courteously, determines their needs and directs or escorts them to the proper person.
2. Ensures confidentiality when required.
3. Exercises good telephone etiquette, answers questions according to policy, takes reliable messages, and routes to appropriate staff members.
4. Demonstrates punctuality and dependability with regards to scheduled workday and overtime.

5. Maintains a file system for area of responsibility.
6. Adheres to proper channels when communicating ideas, problems, etc.
7. Demonstrates proficiency in the use of copiers, calculators, and computers.
8. Projects a pleasant image through dress and demeanor.
9. Accurately performs routine bookkeeping tasks requiring basic math.
10. Verifies or directs incoming shipments to appropriate departments.
11. Demonstrates initiative in undertaking task at hand and relieving the workload of co-workers.
12. Performs varied tasks in the preparation of correspondence, forms, reports, etc. for the campus as time permits.
13. Participates in the development of improved methods of operation.
14. Demonstrates ability to communicate in both an oral and written manner.
15. Adheres to proper channels when communicating ideas, problems, etc.
16. Adheres to Professional Ethical Standards in relationship to students, teachers, peers, and administrators.
17. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals.

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting:

Occasional light lifting and carrying (less than 15 pounds)

Environment:

May work prolonged or irregular hours.

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.