



Flour Bluff Independent School District Job Description

JOB TITLE: Receptionist/Classroom Aide ECC-Primary-Elementary-Intermediate

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 187

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 campus school 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 supervisor's 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. The role of the Classroom Aide is to interact effectively with the assigned teacher within the framework of the philosophy and goals established by Board Policy and in accordance with statutes, standards of regulatory agencies, and administrative guidelines to create an educational environment which is conducive to learning and which provides opportunities, strengthens areas of weaknesses, and extends positive values.

QUALIFICATIONS:

- High School Diploma or G.E.D.
- Proficiency in typing, word processing and file maintenance
- Certification as per Texas Education Agency

RECEPTIONIST 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, computers and typewriters.
8. Projects a pleasant image through dress and demeanor.
9. Demonstrates ability to communicate in both an oral and written manner.
10. Demonstrates initiative in undertaking task at hand and relieving the workload of co-workers.
11. Performs varied tasks in the preparation of correspondence, forms, reports, etc. for the junior high as time permits.
12. Participates in the development of improved methods of operation.
13. Undertakes additional duties as assigned.

CLASSROOM AIDE RESPONSIBILITIES AND DUTIES:

1. Assists the teacher in preparing instructional materials and work.
2. Provides appropriate individual and group instruction under the direction of the teacher.
3. Assists the teacher in maintaining an orderly classroom environment for learning.
4. Exhibits effective communication with students.
5. Displays cooperativeness in working with students, teachers, and other school personnel.
6. Demonstrates knowledge of district and administrative policies applicable to the position.
7. Exhibits maturity and emotional control.
8. Accepts and performs additional school related assignments in a positive and efficient manner.
9. Dresses and grooms appropriately.
10. Exhibits punctuality and dependability in performing his or her job.
11. Adheres to proper channels when communicating ideas, problems, etc.
12. Adheres to Professional Ethical Standards in relationship to students, teachers, parents, peers, administrators, and support personnel.
13. Participates in staff development and professional growth activities.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including computer and peripherals; standard instructional equipment.

Posture:

Moderate standing; occasional kneeling, squatting, bending, and stooping.

Motion:

Moderate walking

Lifting:

Regular light lifting and carrying (less than 15)

Environment:

Work inside; may work outside (exposure to sun, heat, cold, and inclement weather); exposure to noise.

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.

Calendar Days: 187