

**Waco Independent School District
JOB DESCRIPTION**

Job Title: Receptionist – Administration Bldg. **Wage/Hour Status:** Nonexempt/Hourly

Reports To: Waco ISD TV Production Manager/Producer **Pay Grade/Days:** 201/226

Dept./School: Administration Bldg. **Date Revised:** December 2017

Primary Purpose:

Under direct supervision provide reception and clerical assistance for the Waco ISD TV department as well as for the efficient operation of the Administration Building.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Proficient keyboarding skills

Effective organization, communication, and interpersonal skills

Ability to follow written instructions

Ability to operate multi-line phone system

Ability to operate a personal computer and Microsoft word & excel

Ability to speak, read, and write in the Spanish language (Bilingual Preferred)

Experience:

One year clerical experience in office setting

Major Responsibilities and Duties:

Reception and Phones

1. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
2. Greet and direct visitors.
3. Maintain visitor log and issue visitor passes.

Other

4. Assist with preparation of materials for mailing, including preparing labels, stuffing envelopes, etc as needed.
5. Maintain computerized files using personal computer, including reports, employee phone directory, and mailing lists.
6. Assist with purchase orders and budget for the Waco ISD TV department.
7. Assist with time clock processing of WISD TV temporary staff.
8. Assist with the Waco ISD-TV message board as needed.

Administration Building Receptionist

9. Provide additional clerical assistance as needed.
10. Assist with the translation of documents from English to Spanish as needed.
11. Maintain confidentiality.
12. Perform other duties as assigned.

Equipment Used:

Multi-line phone system, personal computer, and typewriter.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; work with frequent interruptions. Continuous sitting.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

ACKNOWLEDGMENT

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

Employee Signature

Date

Printed Name

Employee ID #

Non Discrimination Statement

The Waco Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, please email titleixcoordinator@wacoisd.org or contact Waco ISD Assistant Superintendent of Human Resources and/or Waco ISD Coordinator of Student Management at 254-755-9410 and/or Waco ISD Director of Athletics at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Assistant Superintendent of Human Resources at 254-755-9410. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Director of Special Education at 254-755-9431 or; P.O. Box 27, Waco, TX, 76703.