



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Clements Facility Support Specialist **Exemption Status/Test:** Nonexempt

Reports to: Assistant Superintendent for Education Services/Athletics Director **Pay Grade/Days:** AS04/230 Days

Dept./School: Education Services/Athletics **Date Revised:** September 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 the multi-use facility.

QUALIFICATIONS:

Education/Certification:

High School Diploma or GED

Knowledge/Skills/Abilities:

Ability to operate multi-line phone system

Effective public relations, organization, communication, and interpersonal skills Ability to speak, read, and understand English

Ability to read and comprehend instructions

Ability to effectively present information in one-on-one situations

Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Experience:

3 years of clerical experience in an 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 visitors (e.g. public, parents, students, substitutes, vendors, etc.) respond to their inquiries and/or direct them to appropriate personnel in accordance with district policies and procedures regarding building security.
3. Maintain visitor log and issue visitor passes, if required.
4. Respond to emergency calls and notify appropriate parties to address immediate safety and/or security issues.
5. Receive deliveries and disseminate materials and information to the appropriate parties.

Athletics Support

6. Assist with ticket sales for athletic events.
7. Assist with scheduling of natatorium facility.
8. Assist with athletic transportation requests, communication, and clerical work.
9. Maintain the tandem calendar for all athletic events including all home and away games.



HIGHLAND PARK ISD

Office of Human Resources

Education Services/Central Administration

10. Assist with scheduling of training/meeting rooms.
11. Assist with preparation and set-up of training/meeting rooms. Verification of equipment needs and availability, including A/V setup and troubleshooting, and appropriate room arrangement.

Other

12. Provide clerical assistance as needed for education services, athletics, and district office staff.
13. Compile, maintain, and file all reports, records, and other documents as required.
14. Maintain confidentiality.
15. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; multi-line phone system

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: Reception desk in the multi-use facility

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____