



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Receptionist

Exemption Status/Test: Nonexempt

Reports to: Principal/Director

Pay Grade/Days: AS01

Dept./School: Assigned Campus

Date Revised: July 2025

PRIMARY PURPOSE:

Under direct supervision provide reception and clerical assistance for the efficient operation of the central administration office.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED

Knowledge/Skills/Abilities:

Proficient keyboarding skills

Effective organization, communication, and interpersonal skills Ability to follow written instructions

Ability to operate multi-line phone system

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 to the central administration office.
3. Assist public, staff, and students as needed.

Other

4. Prepare mailing and labels using personal computer and typewriter.
5. Maintain computerized files using personal computer including reports, employee roster, and mailing lists.
6. Sort, distribute, or deliver mail, messages, and other documents.
7. Assist with preparation of materials for mailing, including preparing labels, stuffing envelopes, etc.
8. Provide clerical assistance as needed.
9. Maintain confidentiality.

Supervisory Responsibilities:

None.



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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 including 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 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: _____