International Leadership of Texas

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: Receptionist **Exemption Status/Test:** Non-exempt

Reports to: Principal **Date Revised:** 11/2023

Dept/School: Assigned Campus

Primary Purpose:

Under close supervision provide reception and clerical assistance for the efficient operation of the campus office.

Qualifications:

Education/Certification:

- High school diploma or GED

Special Knowledge/Skills:

- Proficient keyboarding skills
- Effective organization, communication, and interpersonal skills
- Ability to understand and follow detailed written and verbal instructions
- Ability to operate multi-line phone system
- Bilingual Spanish, preferred

Experience:

- Previous 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 campus visitors.
3. Represent ILTexas in a professional and welcoming way to all internal and external stakeholders.
4. Ensure campus safety by utilization of Raptor, visitor logs, and visitor passes.
5. Assist parents in checking students in and out of school.
6. Assist with the receipt and distribution of student materials, including homework requests.
7. Receive, sort, and distribute mail, messages, documents, and other deliveries.

Other

8. Provide clerical assistance as needed including assisting with the scheduling of appointments.

9. Compile, maintain, and file all reports, records, and other documents as required.

10. Assist with all front office duties as needed.

11. Provides back up for campus attendance clerk.

12. Maintain confidentiality.

Additional Duties:

13. Any and all other duties as assigned by immediate supervisor.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Multi-line phone system; 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