

## Job Posting Information - 812 - Receptionist - HS



Posting ID: 812  
 Role: Receptionist - HS  
 Posting Opens: 01-07-2019  
 Posting Closes: Open Until Filled

Qualifications:  
 Minimum HS Diploma  
 College Hours or Degree Preferred  
 Previous Office Experience Preferred

Responsibilities:

- Provide reception and administrative assistance for the efficient operation of the La Grange ISD campus office in a friendly and professional manner
- Maintain required attendance reports, records and documentation
- Reconcile campus attendance each six weeks
- Maintain Grade Verification, Honor Roll, Eligibility
- Management of Substitute Teachers as needed
- Answer incoming calls, relay messages, and provide assistance for campus guests
- Sort and distribute campus mail
- Assist with a variety of campus functions related to students and staff
- Provide clerical assistance with a variety of campus documents
- Proficient skills in keyboarding, word processing, and file maintenance
- Ability to use personal computer and software to develop spreadsheets
- Effective organization, communication, and interpersonal skills
- Ability to read, understand and follow written instructions
- Ability to operate multi-line phone system
- Basic math skills
- Duties as assigned by Principal

Misc Information: Interested persons may apply by submitting a service and support application located on the La Grange ISD Website at [www.lgisd.net](http://www.lgisd.net), Human Resources/Job Opportunities. Posting is for the 2018-2019 school year.

Salary: Days: 207

Salary: LG ISD Clerical/Paraprofessional Pay Grade 2

Contact Information: Mr. John Pineda  
 Principal  
 979-968-4800  
[john.pineda@lgisd.net](mailto:john.pineda@lgisd.net)

La Grange Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age disability, military status or on an other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities. The Title IX Coordinator for La Grange ISD is William D. Wagner, Superintendent, 560 N. Monroe, La Grange, Tx 78945. The contact phone number is 979-968-7000.