

Auburn-Washburn USD #437 Job Description

Title: High School Secretary – Receptionist/Security

Qualifications:

- High school graduate or equivalent.
- ~~Demonstrate typing and word processing skills on district test battery.~~
- Knowledge of basic office procedures and the operation of office equipment and machines.
- Such alternatives to the above qualifications as are determined to be appropriate and acceptable.

Reports To: High School Principal or Designee

Summary: To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education can be realized.

Essential Functions:

- Greet all visitors that report to the office and issue visitor passes if needed.
- Operate visitor management system and screen visitors as directed.
- Assist in maintaining a safe campus by appropriately facilitating guest entry and access to the building as directed by the High School Principal.
- Provide clerical support to the high school security operation.
- Prepare reports, maintain files, take messages, and perform administrative duties as required.
- Answer telephone as early as deemed necessary by the principal in reference to daily school business, teacher messages, and emergency student messages, etc.
- Answer emergency calls from rooms that ring into the Bogen phones and assist as needed.
- When asked, inform new students of information such as locker assignments.
- Assist office staff with preparation of home mailings.
- Coordinate student homework assignment sheets between teacher and parent.
- Assist in the issuance of hall lockers and locks to students; remove and replace locks on hall lockers.
- Assist in the issuance and maintenance of student and staff parking permits.
- Serve as Summer School Secretary at the direction of the Associate Principal.
- Computer Responsibilities: Work with basic student information and assist other secretaries with overload at various times of the year.
- Prepare, distribute and maintain directory of staff work phone number and classroom/office location.
- Prepare, distribute and read daily announcements.
- Maintain record of lost and found items.
- Receive deliveries and distribute to appropriate personnel.
- Maintain strict confidentiality concerning all student and/or staff information and matters.

- Comply with safety procedures to reduce the potential for personal injury or damage to district equipment.
- Knowledge and execution of principles and processes for providing customer services including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Perform other duties as assigned.
- Regular, in person, attendance and punctuality are required.

Physical Requirements:

- Talking: Expressing or exchanging ideas by means of the spoken word.
- Hearing: Ability to receive detailed information through oral communication.
- Repetitive motions: Substantial movements (motions) of the wrists, hands, and/or fingers.
- Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Work involves sitting most of the time.
- Work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal reading, and operation of machines at distances close to the eyes.
- The worker is not substantially exposed to adverse environmental conditions.

Term of Employment: 12 months

Salary: Salary information is available from the Executive Director of Human Resources. ~~and Operations.~~

Evaluation: Performance of this job will be evaluated annually by the Principal of Washburn Rural High School or Designee.

Board Approved: 9/06/2022