Purpose Statement
The job of Building Dispatcher - Secondary is done for the purpose/s of greeting and directing district visitors, responding to inquiries from staff, the public, parents, students, etc. by providing requested information and/or referral to other parties; and, when time permits, providing general clerical support.

This job reports to Principal

Essential Functions
- Answers telephone system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Assists with overseeing the reimbursement of funds for the vending machine service as well as contacting the company when issues arise for the purpose of correcting monetary issues and ensuring ongoing availability of service.
- Collaborates and communicates with SRO and Safety Monitors on a regular basis for the purpose of providing information and facilitating communication.
- Collects all personal property of students dropped off at the attendance office for the purpose of distributing the items to the appropriate student(s).
- Collects and logs all parking tickets for the purpose of ensuring accuracy and following established procedures.
- Distributes items within the site (e.g. special delivery and overnight mail/packages, messages, faxes, etc.) for the purpose of ensuring delivery to addressee.
- Greets individuals entering the building (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries, and/or directing individuals to appropriate location in accordance with established building security procedures.
- Maintains automated student database (e.g. Power School, etc.) for the purpose of ensuring accurate tracking and documentation of student attendance for every school day period.
- Maintains reception area materials (e.g. job applications, newsletters, daily schedules, visitor badges, visitor sign-in sheets, event calendars, etc.) for the purpose of providing resource information to visitors, students and staff.
- Manages the building visitors and sign in management system for the purpose of ensuring visitors are screened and authorized to enter the building.
- Monitors students referred for illness or disciplinary action for the purpose of ensuring their safety and welfare to ensure a safe environment for students and faculty.
- Notifies parents and/or guardians of student absences for the purpose of meeting district administrative requirements and mandated guidelines.
Building Dispatcher - Secondary

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment; and utilizing pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: English grammar/punctuation/spelling/vocabulary; and telephone etiquette.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; adapting to changing priorities; working with frequent interruptions; communicating with diverse groups; and displaying tact and courtesy.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Orders supplies for the purpose of providing resources to district staff.

Performs clerical tasks (e.g. daily faculty news, weekly kudos to the faculty and staff, scheduling, copying, faxing, data entry, filing, budgeting, reports, reconciliation, etc.) for the purpose of supporting office operations.

Prepares attendance-related reports and written materials (e.g. standardized/special reports, letters to parents, passes for students, etc.) for the purpose of conveying information regarding school and/or district activities and procedures.

Receives a variety of items (e.g. mail, special deliveries, packages, supplies, etc.) for the purpose of distributing materials to appropriate parties.

Researches discrepancies of attendance information and/or documentation for the purpose of ensuring accuracy of attendance data.

Updates and maintains employee and department directories for the purpose of providing efficient & systematic access and distribution.

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finger dexterity. Generally the job requires 75% sitting, 15% walking, 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

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<th>Required Testing</th>
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<td>See Classified Salary Schedule</td>
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The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.