Purpose Statement
The job of Building Dispatcher - Elementary/ECC is done for the purpose/s of greeting and directing district visitors, providing clerical support to assigned school site personnel at the early childhood center or elementary schools; communicating information to staff and the public; maintaining accurate student attendance records; providing complete and accurate records as needed.

This job reports to Principal

Essential Functions
• Answers and monitors doorbell/camera for the purpose of screening, admitting and greeting parents, students and other building visitors.

• Answers telephone calls for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.

• Assists with lunch supervision, as needed, for the purpose of ensuring students' welfare.

• Assists with processing of documents, forms, mailings and materials (e.g. attendance, enrollments, etc.) for the purpose of disseminating information to appropriate parties.

• Collects payments for a variety of events (e.g. fines, fees, and fund raisers, etc.) for the purpose of completing transactions and/or securing funds.

• Distributes materials (e.g. mail, checks, supplies, messages, awards, attendance letters, file folders, etc.) for the purpose of ensuring delivery to addressee.

• Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.

• Maintains a variety of manual and electronic documents, files, and records (e.g. letters, student attendance, notification logs, forms, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

• Maintains automated student data base (e.g. Power School, etc.) for the purpose of ensuring accurate tracking and documentation of student attendance for every school day period.

• 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 student welfare and maintaining a secure office environment.

• Notifies parents and/or guardians of student absences for the purpose of meeting district administrative requirements and mandated guidelines.

• Obtains attendance records for student entry and exit from campus during school hours (e.g. admission slips, late notices, class release forms, etc.) for the purpose of ensuring accurate reporting of excused absences and truancies.
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: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; 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: concepts of grammar and punctuation; common office machines; and office methods and practices.

ABILITY is required to schedule activities and/or meetings; 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 and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; adapting to changing work priorities.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; 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: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, 30% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency: 

Required Testing

Certificates and Licenses

None Specified 

None Specified
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.