

School District of Waupaca  
District Office Receptionist/Absence Management/HS Administrative Assistant

QUALIFICATIONS:

- 1) High School Diploma, Associate and/or Bachelor's degree in related area of concern
- 2) Coursework and/or experience with current technological practices
- 3) Demonstrated aptitude or competence for assigned responsibilities
- 4) Good communication skills
- 5) Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: High School Principal

GENERAL RESPONSIBILITIES:

To contribute to the efficient operation of the central and high school offices. Adapt to a variety of responsibilities. Present a positive image when communicating with community and staff. Properly handle all confidential matters.

WORKDAY:

- Hours: 5:30 a.m. to 2:00 pm.
- Will physically work in the District Office

ESSENTIAL FUNCTIONS:

A. District Responsibilities:

- 1) Sub caller for the entire district
- 2) Work to implement the district AESOP sub caller
- 3) District office receptionist
- 4) Receive and route any incoming calls
- 5) Perform monthly radio check

B. Waupaca High School Responsibilities:

- 1) Secure subs for the building
  - a. Greet the subs and give them a key to the rooms as they enter our building
- 2) Organize building subfolders
- 3) Help with securing internal subs for staff that get sick during the school day
- 4) Cover main office as back up to the other AAs
- 5) Assist with the time off approvals
- 6) Assist with testing material prep (ACT, ASPIRE and other building materials regarding testing)
- 7) Building budget:
  - a. Departmental budget support
  - b. PO processing
  - c. Building activity account processing
  - d. Expense request approvals/denials
- 8) Athletic ticket box preparation and clean up

- 9) Verify all deposits brought in to be turned in to Carol
- 10) Student obligations
- 11) Staff parking passes
- 12) Student parking passes
- 13) High school payroll spreadsheet – collect all timecards/get approval from principal
- 14) High school Amazon ordering
- 15) Collect student payments for CAPP tuition, SAT tests, and AP tests
- 16) Assist M. Flaten and Student Services Counselors with Youth Options
- 17) Type and mail suspension letters

OTHER FUNCTIONS:

- 1) Perform other duties and responsibilities as assigned
- 2) Promote a positive image of the District at all times

Adopted: 09/08/20

Revised: