

CHISAGO LAKES SCHOOL DISTRICT (ISD#2144)

TITLE: Office / Secretary Para

QUALIFICATIONS: 1. High School diploma or equivalent
2. Able to work well with people and appreciate a flexible environment
3. A demonstrated aptitude for the work performed
4. Able to lift 50 lbs
5. Such alternative to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Building principal

PERFORMANCE RESPONSIBILITIES:

1. Maintain a positive, friendly atmosphere for the building
2. Answer phones, doorbell, e-mails and distribute mail.
3. Greet and provide direction for all building visitors. Check all visitors into visitor security management system
4. Assist with student needs: homework requests, passes attendance, notes for students, writing passes for end of day changes and deliver to classrooms, keep record of permanent passes and early pick-ups throughout the school year.
5. Monitor and respond to parent calls/e-mails regarding attendance. Communicate with parents, guardians, and staff regarding student absences. Update student attendance in the student database system. Prepare daily attendance reports
6. Update student information: address, phone numbers, email in student management database
7. Assist with maintaining records for afternoon pickup process
8. Provide backup for the building secretary and health aid
9. Attend CPR training/certification
10. Troubleshoot with vendors when machines are down or require maintenance
11. Maintain confidentiality as per mandated data privacy laws
12. Other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by School Board

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.