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Position Title: District Office Receptionist/Transportation  
Administrative Assistant  
Qualifications: Strong educational and employment history as  
a receptionist and administrative assistant  
Department: West Salem School District Office  
Reports To: Finance Director  
Approved By: Board of Education

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I. Summary:

To receive visitors to the district office reception area, answer the district office telephone and complete other assigned projects for the district office, and assist the Transportation Director with administrative assistant services.

II. Essential Duties and Responsibilities:

- A. Serve as the receptionist and telephone operator for the district office and personnel therein.
- B. Provide excellent customer service to everyone who calls or enters the district office.
- C. Complete mail stamping and deliver to the post office.
- D. Distribute interschool mail and production center items to the middle and elementary school and production center when Production Center Administrative Assistant is absent.
- E. Maintain the Heider Meeting Room schedule.
- F. Complete the facility use request form and communicate results to the individuals requesting use, donations forms for the board meeting and send thank you letters to the individuals making donations.
- G. Set up all bus routes in the computer, including special education routes and complete names, grades, distances and addresses as directed by the transportation director.
- H. Notice parents of bus stops, times, and numbers in August and any other time as needed during the school year.
- I. Notify drivers of routes in August or as needed.
- J. Sort and tag packages received in the district office.
- K. Receive, assign and notify drivers for co-curricular and school vehicle requests in a fair and equitable manner. Notify drivers, submit maintenance requests, and maintain keys.
- L. Assign substitute drivers when co-curricular trips interfere with regular routes.
- M. Maintain driver records annually, CDL License, CPR records on drivers.

- N. Keep a master list of physicals for employees that transport students.
- N. Coordinate transportation parent contract process.
- O. Serves as the Delegated Authority for ISES for the Wisconsin DPI.
- P. Assist with open enrollment coordination for the School District by assembling applications for school board and administrator approval. Assist with coordination of tuition waivers, serve as liaison to parents with questions and verify student enrollment with nonresident school districts and parents.
- Q. Assist with coordination of student membership count. Verify records of resident and nonresident students and prepare reports for DPI.
- R. AESOP data entry for substitutes and staff absences. Provide support to prospective and current substitutes and assure licensure records are up-to-date.
- S. Issue student work permits as needed.
- T. Collect area census data for submission of School Census report to DPI to be used in determining District's Common School Funding/Library Aid.
  
- U. As a representative of the school district deal with the public and all district employees in a courteous and professional manner.
- V. Be knowledgeable of and carry out the West Salem School District policies.
- W. Perform all other duties as the superintendent or transportation director may determine.

III. Supervisory Responsibilities:  
None

IV. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.

A. Education and/or Experience

High School graduate with a two-year technical school degree preferred with a major in administrative assistance, and a minimum of two years experience as a receptionist and administrative assistant.

B. Certificates, Licenses, Registrations:

Bonded and able to meet notary public requirements, maintain updated First Aid, CPR and AED certification and hold a current driver's license.

- C. Language Skills:  
Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations. Ability to take meeting notices, write drafts of meeting minutes, edit reports and business correspondence. Ability to effectively respond to requests and questions from groups of staff, school board members, and the general public.
- D. Mathematical Skills:  
Ability to read charts, graphs and computer data and create spreadsheets.
- E. Reasoning Ability:
1. Ability to define problems, collect data, establish facts and draw valid conclusions.
  2. Ability to interpret an extensive variety of technical instruction and deal with several abstract and concrete variables.
  3. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members.
- F. Technology Skills:
1. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.
  2. Demonstrate appropriate software skill levels for word processing, spreadsheets, database, presentation and telecommunications.
- G. Other Skills and Abilities  
Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.
- H. Physical Demands:
1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
3. Must be able to exert 30-60 pounds of force occasionally and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move object. Lifting up to 50 pounds.

I. Work Environment:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.

CROSS REF.: 526, Staff Evaluation

APPROVED: April 10, 1981

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September 24, 2007

June 28, 2010

August 13, 2012