



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

Job Description

Position Title: District Receptionist and Administrative Assistant for Auxiliary Services

Employee Group: Administrative Assistant

Classification: AA-L3

FLSA: Non exempt

Supervisory Responsibilities: None

Reports to: Director of Business Services

Qualifications:

1. High school diploma or equivalent (additional related training desirable but not required)
2. Advanced computer skills and ability to operate office equipment
3. Proficiency in oral and written communication skills and excellent customer service
4. Ability to assume responsibility, display initiative, think critically and exercise good judgment

Preferred experience:

Job related experience in schools or public sector

Knowledge of software currently used in the district - Skyward, Google and Microsoft Suite

Additional training or education related to technology, Skyward, or employee databases

General Responsibilities:

Serves as the first point of contact for the public, staff, and students at the district office and provides a wide range of administrative and clerical support to ensure efficient daily operations of the central office. This position performs receptionist duties, assists administrators and department staff with scheduling, communications, and recordkeeping, and supports district programs and events as needed. The role requires exceptional interpersonal, organizational, and communication skills, as well as discretion and professionalism in handling confidential and sensitive information.

Essential Functions: *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

1. Serve as the district's primary receptionist by greeting visitors, answering phones and messages, directing inquiries, and providing accurate information regarding district operations and contacts.
2. Organize and maintain a welcoming and efficient office that reflects positively on the district, including digital and paper workable filing systems with attention to accuracy and confidentiality.

3. Support central office staff and administrators with a variety of administrative tasks, including correspondence, data entry, filing, photocopying, scanning, and document preparation.
4. Schedule meetings, appointments and special events; assist with coordination of conference rooms, calendars, and meeting logistics.
5. Prepare, proofread, and distribute routine communications, notices, and reports as directed.
6. Receive, sort, and distribute incoming and outgoing mail and deliveries.
7. Maintain office supply and snack area inventory and place orders as needed.
8. Coordinate and track required employee or volunteer documentation such as licenses, certifications, approvals, pre-employment documents and background checks.
9. Support onboarding and orientation activities for new employees or contractors, including photos, badges, communication system use, and security system entry/removal.
10. Maintain confidential personnel records and databases in compliance with district policies and state/federal regulations.
11. Activate, distribute and maintain mobile phones for designated staff.
12. Coordinate the sale of district property via WI Surplus sales.
13. Manage the use of school vehicles within the Trip Direct Request System.
14. Coordinate communication, scheduling and substitutes for the district crossing guards.
15. Work closely with the director and department staff to prioritize department functions and plan schedules to meet deadlines, recommending actions to improve operating procedures. Assist department team members with the completion of major projects as they arise.
16. Maintain up to date web pages and forms for the department or district.
17. File reports with local, state and federal government agencies.

Other Functions

- Follows district policies and promotes a positive image of the District at all times.
- Properly handles confidential matters relating to students, staff, families and any other district-related issues.
- Perform other responsibilities as assigned by the Director of Business Services.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities

Written and verbal communication in English; write reports and business correspondence.

Accurate data entry and numerical processing.

Read and interpret documents such as local, state or federal reporting forms, procedure manuals, financial documents and governmental regulations.

Ability to effectively present information and respond to questions from diverse groups of administrators, staff, contractors and applicants.

Add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out instructions furnished in written, verbal, digital, or diagram form.

Ability to define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables.

Ability to maintain good relationships with others. Good human relations skills.

Ability to use job-related equipment.

Adapt to changing work priorities with interruptions.
Ability to work independently.

Physical Demands

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, twisting, turning, lifting, carrying, and reaching. Ability to lift, move and transport a variety of work related materials up to 10 pounds. Ability to sit for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close and midrange vision. Data entry and retrieval requires prolonged periods of standing or sitting and repetitive motion and mental processing are required.

Work Environment

The work is performed primarily in an office setting located at the main entrance of the district's central office. The position involves frequent contact with the public and staff, resulting in consistent interruptions and a need for multitasking and flexibility. Despite the regular flow of visitors and phone calls, the overall noise level is generally low but can be disrupting at times. The employee must be able to maintain focus, professionalism, and accuracy in a setting that requires responsiveness and frequent shifting of attention.

Adopted: August 2017

Revised: October 2025