



# Park Hill School District

Building Successful Futures • Each Student • Every Day

## Position Description

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**POSITION TITLE:** Front Security Desk Attendant – District Office

**F.L.S.A.** Non-Exempt

### **QUALIFICATIONS:**

- A minimum of a high school diploma and three years of successful work experience.
- Must greet the public in a pleasant, positive manner.
- Proven ability to multi-task and complete projects.
- Proven work record of good attendance.
- Ability to work with office technology, security cameras, and access control systems.
- Lift a minimum of 50 pounds to waist height on an occasional basis.

### **PREFERRED QUALIFICATIONS:**

- Speak Spanish and English fluently.
- Possess knowledge of Park Hill School District.

**REPORTS TO:** Superintendent of Schools

**TERMS OF EMPLOYMENT:** Twelve month employment (261 days) with benefits provided according to the Classified Agreement.

### **ESSENTIAL JOB FUNCTIONS:**

1. Monitor multiple security cameras and access control systems.
2. Provide security to the facility and to respond promptly to emergency situations.
3. Meet and welcome the public in a positive manner and direct visitors to proper personnel or departments.
4. Serve as primary phone contact for District Office and general information.
5. Track all incoming and outgoing packages and sign for packages.
6. Receive as well as distribute various forms of paperwork, items for pick-up, district maps or other information, lost and found items, or items upon request.
7. Serve on Crisis Response Team, know drill and emergency procedures, track employees during drills.
8. Manage postage and mail items for District Office and other buildings.

**OTHER PERFORMANCE FUNCTIONS:**

1. Maintain an attractive and comfortable reception area.
2. Work with building custodians on building maintenance needs, delivery or pickup of large mail items, or general room set up.
3. Work with other office personnel as needed on front desk coverage schedule for vacation, sick leave, doctors' appointments, etc.
4. Participate in restraint training and maintain certification. Physically restrain individuals as appropriate pending arrival or assistance from law enforcement officials.
5. Follow all Board policies & procedures and perform other duties as assigned.