

**WINOOSKI SCHOOL DISTRICT**  
**Job Description: COPY CENTER/SECURITY STAFF**

***Date Approved/Updated:*** September 20, 2016

***Location:*** District Wide

***Job Group:*** Support Staff, Union

***Reports To:*** Finance Manager

***Summary of Position Responsibilities:***

***Essential Duties and Responsibilities:***

1. Ensure all visitors register by signing in and wearing a visitors badge upon entering main lobby.
2. Welcome all visitors and help them with their needs or directions.
3. Report any suspicious situations to our School Resource Officer (SRO) and/or a WSD administrator.
4. Keep the digital sign updated.
5. Develop and communicate a process for staff copying and laminating needs.
6. Complete staff copying and laminating requests in a timely manner.
7. Other duties as assigned by the Finance Manager.

***Supervisory Responsibilities include:*** N/A

***Qualification Requirements:***

*The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: High school diploma

Certificates, Licenses, Registrations:

Language Skills:

Mathematical Skills:

Reasoning Ability:

Other Skills and Abilities:

***Physical Demands:***

*The physical demands are typical 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. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:*

<input type="checkbox"/> F Standing	<input type="checkbox"/> F Walking	<input type="checkbox"/> F Sitting	<input type="checkbox"/> O Lifting	<input type="checkbox"/> O Carrying	<input type="checkbox"/> Pushing
<input type="checkbox"/> O Pulling	<input type="checkbox"/> Climbing	<input type="checkbox"/> O Balancing	<input type="checkbox"/> O Stooping	<input type="checkbox"/> O Kneeling	<input type="checkbox"/> Crawling
<input type="checkbox"/> F Crouching	<input type="checkbox"/> F Reaching	<input type="checkbox"/> F Handling		<input type="checkbox"/> Feeling	<input type="checkbox"/> F Talking
<input type="checkbox"/> F Hearing	<input type="checkbox"/> F Far Vision	<input type="checkbox"/> F Near Visior	<input type="checkbox"/> F Color Vision	<input type="checkbox"/> Depth Perception	<input type="checkbox"/> F Repetitive Motion
<input type="checkbox"/> F Eye/Hand/Foot Coordination					

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*The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.*

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**Physical Effort:** Please indicate on the continuum the requirements of this position:

<i>Sedentary Work</i>	<i>Light Work</i>	<i>Medium Work</i> <b>XX</b>	<i>Heavy Work</i>	<i>Very Heavy Work</i>
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

**Work Environment:**

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. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

\_O\_ Exposure to weather     
 \_N\_ Extreme heat     
 \_N\_ Extreme cold     
 \_O\_ Noise     
 \_N\_ Dust, vapors, fumes  
\_F\_ Time constraints     
 \_F\_ Public contact     
 \_O\_ Deadlines     
 \_N\_ Travel     
 \_F\_ Inside work

**Terms of Employment:** Per Collective Bargaining Agreement, State and Federal Statutes and Board policies.

**Compensation:** As per Negotiated Agreement.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Negotiated Agreement.

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