

POSITION DESCRIPTION
Mankato Area Public Schools
Community Education Department



I. Title: Community Education Site Operations & Safety Associate

II. Job Summary: The Site Operations & Safety Associate serves as the primary point of contact for building security and administrative support during out-of-school hours. This position is responsible for managing secure building access, coordinating student arrival/departure, and ensuring District safety protocols are strictly followed. While providing occasional support to classroom instructors, the priority of this role is maintaining a safe, organized, and welcoming environment for students, families, and visitors.

III. Major Responsibilities:

Secure Access Management: Follow MAPS secure entrance system; verify the identity of visitors and ensure all safety protocols are met before granting entry.

Site Reception & Communication: Serve as the first point of contact for the public in out of school time hours; answer multi-line phones, record accurate messages, and route information to the appropriate staff or departments.

Student Accountability: Manage visitor and student sign-in/sign-out procedures and maintain accurate attendance records to ensure all participants are accounted for.

Safety Oversight: Actively monitor the building to ensure District safety practices are upheld; immediately report or address any security concerns with building leadership.

Transition Coordination: Facilitate the safe transfer of students to parents or authorized guardians, ensuring all checkout procedures are followed.

Administrative & Program Support: Assist with basic data entry, material organization, and site setup/cleanup as directed.

Instructional Assistance: Provide secondary support in the classroom as directed, assisting instructors with supervision or simple tasks to maintain a positive environment.

Other duties as assigned.

IV. Required Qualifications:

Must be at least 15 years of age.

Must pass a background check.

Strong communication skills and the ability to remain calm and professional under pressure.

Reliable transportation to the assigned work site.

V. Preferred Qualifications:

Previous experience with secure access systems or front-desk operations.

Experience in safety-conscious environments.

Experience interacting with diverse groups of children, adults, and families.

VI. Work Environment:

The ability to work in a high-traffic environment with frequent interruptions and a need for constant situational awareness.

VII. Organizational Relationship:

Reports to the Program Supervisor or Specialist, under the general guidance of the Director or Coordinator.

VIII. Hours:

Evenings, weekends, and non-school days.

IX. Rate of Pay: Minimum Wage to \$15.00 per hour.