

## **High School Administrative Assistant**

WPS High School is searching for an Administrative Assistant who has excellent experience working as a versatile office manager. Suitable candidates understand the importance of customer service, project management, and building and maintaining relationships with all stakeholders. To be successful in this work environment, candidates must be able to work well with a variety of groups, often shifting focus from one task to another constantly throughout the day. The ability to create systems and evaluate what is and is not working is also key to this position because of the tasks that the administrative assistant will perform to support administration, counselors, teachers, students, and parents. As the first face people see when they come to high school, the Administrative Assistant must be upbeat and uplifting. Students and parents must feel welcomed in the office.

In this role, the candidate must have experience with event coordination as well as anticipating the needs of various constituents. While not expected to be a mind reader, the right candidate will learn quickly the areas where he or she can be of service. A candidate who is creative and has extensive use of Google is desired. WPS is a Google school, and all employees have Google Educator Level 1 Certification. The candidate chosen will have to obtain this certification if he or she does not have it. Below is the breakdown of the anticipated duties of the Administrative Assistant.

### Facilities and Event Planning

- Complete facility requests for items related to Guidance and College Planning and other Programming Events planned from the HS Administration team.
- Coordinate Wednesday Assembly Schedule
- Complete calendar requests for items related to Guidance and College Planning and other Programming Events planned from the High School Administration team.
- Coordinate of buses for all high school events.
- Design promotional materials that are consistent with high quality, including but not limited to informational flyers and social media promos.
- Act as “fire captain,” accounting for evacuations for a designated building.

### Attendance Monitoring and Parent Reporting

- Monitor daily attendance for period one attendance.
- Provide information to parents (or call/email parents) regarding student absences that have not been reported.
- Maintain tardies to school records and create a shared document with High School Administration when they reach their third (or more) tardy.
- Provide detention rosters to the detention facilitator.
- Run and print an end-of-day attendance report each day.
- Enter all absences when informed of for field trips, college visits, exams, and excused absences.

## Communication

- Maintain professionalism through all interactions with students, teachers, and parents.
- Design streamlined announcements for students to include events for them to participate in, including but not limited to fine arts and athletic events. (Using Gmail and Canvas)
- Monitor and keep current the announcement portal for the on-campus television monitors.
- Provide a monthly run-down of what will be happening in the high school for parents and students, distributed via Skyward (student/parent database).
- Assist with providing new families with a general overview of the high school, walking them through the new family site on the high school website.
- (As needed) communicate with substitute teachers to ensure they are prepared for the day with key, lesson plans, attendance rosters, and emergency procedures.

## Office Duties

- Collect and deliver mail from/to the main office on a daily basis.
- Coordinate internal coverage for absent teachers as needed.
- Maintain the clean appearance of the lobby area as well as the workroom.