

**WAUNAKEE COMMUNITY SCHOOL DISTRICT
MIDDLE SCHOOL GUIDANCE DEPARTMENT ADMINISTRATIVE ASSISTANT
Job Description**

QUALIFICATIONS:

1. High school diploma (additional related training desirable but not required).
2. Organizational and basic computer knowledge and skills.
3. Proficiency in communication skills (oral and written).
4. Knowledge of and ability to use software currently used in the District.
5. Ability to assume responsibility, display initiative, and exercise good judgment.

REPORTS TO: The Building Principal

GENERAL RESPONSIBILITIES:

Performs office responsibilities necessary to accomplish objectives established by the Principal and Director of Student Services. Adapts to a variety of responsibilities. Presents a positive image in contacts with the parents, community, and staff. Efficiently and effectively handle confidential matters relating to students, student records, parents, staff, and any other school-related issues.

ESSENTIAL FUNCTIONS:

1. Answer telephone, take messages, make appointments, and schedule meetings for Guidance staff.
2. Coordinate Optimist Breakfasts dates, Active Learning Program interviews, Academic Honesty forms, etc.
3. Assist with scheduling
4. Maintain workable filing systems for the guidance department
5. Assist with functions such as New Student luncheon, Picture day, School supply list etc.
6. Organize and maintain an efficient office.
7. Promote a positive image of the District/Building at all times.
8. Maintain confidentiality and loyalty to employer.
9. Perform other responsibilities as assigned by the Principal.

Adopted: October 2016