

**WAUNAKEE COMMUNITY SCHOOL DISTRICT**  
**ADMINISTRATIVE ASSISTANT TO THE SUMMER SCHOOL COORDINATOR**

**Classification Level II**

Job Description

**QUALIFICATIONS:**

1. High school graduate or equivalent with 3 to 5 years of administrative assistant experience preferred.
2. Strong organizational, computer and communication skills.
3. Ability to operate office equipment, such as copier, fax machine, and multi-line phone.
4. Knowledge of software applications currently used in the District, such as Skyward, Infinite Campus, e-mail, word processing, Excel spreadsheets, and database management.
5. Ability to assume responsibility, display initiative, and exercise good judgment.
6. Ability to perform duties of a sensitive and confidential nature.

**REPORTS TO:** Summer School Coordinator

**GENERAL RESPONSIBILITIES:**

Performs clerical responsibilities necessary to accomplish objectives for the summer school program as established by the Summer School Coordinator. Adapts to a wide variety of responsibilities, provides district-wide support for an efficient summer school operation.

**ESSENTIAL FUNCTIONS:**

1. Prepare Summer School on-line hiring system and on-line registration system with programming enhancements/changes.
2. Prepare, monitor, and assist staff with on-line application process.
3. Coordinate with the summer school coordinator regarding teacher and educational assignments.
4. Create Board of Education summer school staff reports.
5. Mail letters of intent and contracts for summer school staff following Board of Education approval.
6. Track responses for letters of intent and contracts.

7. Prepare and forward to Human Resources summer school hiring/personnel data.
8. Prepare summer school class catalog and staff handbooks.
9. Prepare and update summer school district web site page.
10. Prepare and organize summer school orientation materials.
11. Coordinate/assist building principals with summer school registration materials preparation.
12. Prepare, monitor and assist parents with on-line registration database.
13. Manage summer school enrollment changes, adds/drops.
14. Secure substitutes for summer school including pre-arranged absences and un-anticipated absences.
15. Create and maintain records of substitute activity.
16. Prepare substitute/staff absence data for payroll.
17. Schedule and provide attendance program training for attendance staff.
18. Prepare health concerns list and distribute as appropriate to summer school staff.
19. Work with the business office and Summer School Coordinator to draft summer school class budgets.
20. Process summer school purchase orders and submit for payment.
21. Monitor budgets and assist summer school staff with budget and purchasing questions.
22. Review and tabulate summer school staff time cards.
23. Prepare and complete DPI summer school report.
24. Work with Summer School Coordinator to gather staff feedback from summer school program.
25. Monitor, review, and process summer school refunds.
26. Compile enrollment data and assist with Board of Education summer school report.

**OTHER FUNCTIONS:**

1. Perform additional responsibilities as assigned by the Summer School Coordinator.
2. Maintain confidentiality and loyalty to employer.
3. Promote a positive image of the District at all times.

Adopted: Dec. 2009

Updated: Sept. 2014