SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: Information Technology

QUALIFICATIONS:

1. A minimum of a high school diploma.
2. Some college or post-secondary education is desirable.
3. Two to five years of successful experience as an administrative assistant.
4. Excellent computer skills including familiarity with Microsoft Office™ (Word, Excel, etc.).
5. Knowledge of PowerSchool preferred.
6. Excellent interpersonal and communication skills.
7. Ability to work independently and meet deadlines.

REPORTS TO:
Information Systems Manager

JOB GOAL:
Assist the Information Systems Manager in the daily function of the Technology Department and ensures that all tasks and processes are performed in a timely manner.

PERFORMANCE RESPONSIBILITIES:

1. Perform all tasks required to produce grade reports for the high school.
    a. Collecting grades from teachers, verifying data, running edit sheets and producing and distributing the grade reports.
    b. Generating reports required upon completion of grades at the end of the term.
    c. Complete grade changes as teachers submit.
    d. Ensuring honor roll, rank and GPA are reviewed and accurate.
2. Assist the elementary and middle schools with maintaining reports for end of term grade reporting.
3. Perform all tasks required to assist in building the high school schedule.
    a. Reviewing and inputting data for the purpose of building the high school schedule.
    b. Assisting with the build and load of the high school schedule.
4. Assist the elementary and middle schools with their scheduling needs.
5. Maintaining PowerSchool district level settings to ensure reports and data is accurate.
6. Work closely with the Information Systems Manager to improve the functionality of PowerSchool features and reports.
7. Perform clerical, data processing and data entry tasks as directed by the immediate supervisor.
8. Process all daily and weekly reports as needed to meet deadlines.
9. Develop queries and reports to assist faculty, staff and students with any requests.
10. Assist the Information Systems Manager in training users on using PowerSchool/PowerTeacher.
11. Assist with gathering and preparing data required for state reports (PSIS, TCS, ED166 and CRDC) and all edits and errors generated from those filings. Contact with school principals and State personnel to verify and correct errors.
12. Perform any other job related responsibilities or tasks assigned by the immediate supervisor.

4-10-06 Approved 5-11-06
Revised 3-2-22 Approved 3-24-22
Revised 1-28-25 Approved 2-27-25

TERMS OF EMPLOYMENT:

1. Determined by the working agreement between the Southington Board of Education and Nutmeg Independent Labor Unions (NILU).
2. A twelve-month work year.

EVALUATION:

Performance to be evaluated annually by the Information Systems Manager.

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