SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: Operations

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 and Alio computer programs preferred.
6. Excellent interpersonal and communication skills.

REPORTS TO:
Director of Operations

JOB GOAL:
To assure the smooth and efficient operation of the Operations Department.

PERFORMANCE RESPONSIBILITIES:

1. Maintain records and coordinate tasks as directed by immediate supervisor, including, but not limited to, environmental testing, committee meetings, safety & security items, telephone messages and maintenance of appointment calendar.
2. Assist with system-wide general education student transportation needs by responding to questions, arrangement of transportation needs with service provider(s), coordination and publishing of bus routing information with service provider(s), bus video requests and accounting.
3. Assist Special Education Transportation administrative assistant, as necessary.
4. Maintain the State of Connecticut and Building Committee report files.
5. Data entry and generating reports from computerized Maintenance Order Tracking System as needed.
6. Coordination and maintenance of system-wide communications and security systems including, but not limited to, telephones, 2-way radios, security cameras, and card entry access.
7. Prepare state reports and enter on the Connecticut State Department of Education, Finance & Internal Operations/School Construction System.
8. Perform billing/collections for building and grounds usage.
9. Process Agricultural Science and Technology tuition billing and receipts.
10. Perform any other job-related responsibilities as assigned by the immediate supervisor.

4-10-06 Approved 5-11-06
Rev by BOE 12-10-20
Revised 12-31-24 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 of the job will be evaluated annually by the Director of Operations.

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