SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: 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. Assist schools on PowerSchool related tasks such as scheduling, reports, grading and other troubleshooting issues.
2. Maintaining PowerSchool district level settings to ensure reports and data is accurate.
3. Completes weekly PSIS updates the state information is accurate.
4. Gather and prepare data required for PSIS, TCS, ED166 and CRDC collections.
5. Reviews all edits and errors generated from all state and federal filings. Contact with school principals and State personnel to verify and correct errors.
6. Work closely with the Information Systems Manager to roll out new features or reports to enhance general functionality of PowerSchool.
7. Works with vendors to pull quotes and place orders for necessary equipment or parts for the Technology Department.
8. Maintains inventory of parts needed to repair devices throughout the district.
9. Maintains the general functionality of the department's asset management and help desk system.
10. Perform clerical, data processing and data entry tasks as directed by the immediate supervisor.
11. Process all daily and weekly reports as needed to meet deadlines.
12. Develop queries and reports to assist faculty, staff and students with any requests.

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13. Assist the Information Systems Manager in training users on using PowerSchool/PowerTeacher
14. Troubleshoot common computer hardware and software problems as needed. If problem cannot be resolved, contact a technology analyst.
15. Perform any other job related responsibilities or tasks assigned by the immediate supervisor.

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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