SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: School Counseling, Middle School/High School

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, ParentSquare, Canvas, and LINQ computer programs preferred.
6. Excellent interpersonal and communication skills.

REPORTS TO:
Director of School Counseling

JOB GOAL:
To assure the efficient operation of the Counseling Office.

PERFORMANCE RESPONSIBILITIES:

1. Receive and route all incoming calls and distribute mail.
2. Maintain all related records on students including, but not limited to, student transcripts and PowerSchool records.
3. Perform office routines including preparation of reports, correspondence, notices and agendas under the director of immediate supervisor.
4. Prepare state reports, monthly reports, and keep statistics based on the most current student database as directed.
5. Perform any other job related responsibilities as assigned by the immediate supervisor.

***Middle School Only**

1. Assist in organization of orientation, Smarter Balanced testing, master and individual schedules, Open Choice, and demographic reports in PowerSchool.

***High School Only**

1. Purchasing for the department.
2. Coordinate meetings with staff, students and parents, regarding scheduling student assessments and retesting of students as it pertains to graduation requirements.
3. Organize SAT, PSAT and AP testing, including collection and reporting of associated fees, College Fair, Career Fair, and graduation prep.

Revised 04-10-96; Rev. 4-10-06 Approved 5-11-06
Revised 1/9/09 Approved by P&P 2/26/09 Approved by Union 3/4/09
Approved by Board of Education 3/12/2009
Revised: 3-10-25 Approved by BOE 5-8-25

4. Coordinate supervisors'/counselors' schedules.
5. Maintain and process all related records on students for status changes, new registrations, withdrawals, verifications, transcripts, and working papers.

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 counseling.

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