SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: Nurse's office, 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:
High School Principal or High School Head Nurse

JOB GOAL:
Assist nurses and students to assure the smooth and efficient operation of the Health Office.

PERFORMANCE RESPONSIBILITIES:

1. Perform office routines including, but not limited to, preparation and typing of reports, correspondence, notices and agendas under the direction of the immediate supervisors.
2. Maintain records/files as directed by the-immediate supervisor.
3. Receive and route incoming calls and appropriate mail.
4. Initiate contact with student prior to seeing school nurse, update student's medical records with all pertinent information.
5. Input data on student health tracking software.
6. Maintain student health records. File student charts, records, and correspondence.
7. Input data related to student's period attendance in PowerSchool.
8. Perform any other job related responsibilities as 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 ten-month work year.

EVALUATION:
Performance of the job will be evaluated annually by the high school principal or head of nursing.

4-10-06
Approved 5-11-06
Revised 3-10-25 Approved by BOE 5-8-25