SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: Elementary/Middle School Main Office

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, LINQ and Frontline Education computer programs preferred.
6. Excellent interpersonal and communication skills.

REPORTS TO:
Principal

JOB GOAL:
To assure the efficient operation of the principal's office.

PERFORMANCE RESPONSIBILITIES:

1. Perform office routines including, but not limited to, preparation of various material including correspondences, Connecticut State Department of Education reports, notices and recommendations as directed by the immediate supervisor.
2. Maintain all student records, including scheduling, attendance and special education information utilizing PowerSchool.
3. Obtain, gather and organize pertinent data as needed and organize it into usable form.
4. Maintain a complete filing system and process incoming correspondence as instructed.
5. Maintain a schedule of appointments and make arrangements for conferences and interviews.
6. Coordinate activities in the school office with other clerical personnel.
7. Maintain all records related to Student Activity Fund including banking functions.
8. Welcome visitors and screen callers in accordance with established policy.
9. Order, maintain and distribute supplies including all mail.
10. Maintain all records on the use of the facilities.
11. Input staff absences or adjust staff hours in Frontline.
12. Assign coverage for staff.
13. Perform any other job related responsibilities as assigned by the immediate supervisor.

3-14-96
Rev. 4-10-06 Approved 5-11-06
Revised 3-10-25 Approved by BOE 5-8-25

TERMS OF EMPLOYMENT:

1. Determined by the working agreement between the Southington Board of Education and Nutmeg Independent Labor Unions (NILU).
2. A ten or twelve month work year depending on school assignment. *{Middle School and DES are 12-month positions. Elementary Schools are 10-month positions.}*

EVALUATION:

Performance of the job will be evaluated annually by the school principal.

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