SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: Agriculture Science and Technology, 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, LINQ, and Frontline Education computer programs preferred.
6. Excellent interpersonal and communication skills.

REPORTS TO:
Director of Agriculture Science and Technology/Ag-Sci Department Leader

JOB GOAL:
To assure the efficient operation of the Agriculture Science and Technology office.

PERFORMANCE RESPONSIBILITIES:

1. Perform office routines including, but not limited to, preparation of reports, correspondence, notices, and agendas under the directions of the immediate supervisor.
2. Maintain records as directed by the immediate supervisor.
3. Receive and route all incoming calls as well as distributing mail.
4. Maintain daily attendance logs and all related records on students and staff.
5. Assist with the preparation of the budget, ordering, and inventory procedures for the office.
6. Prepare reports and keep statistics as directed.
7. Collect all money as necessary and keep accounting of the same. Maintain bank account balances.
8. Screen telephone inquiries and new applications to the program.
9. Process records and maintain sequence of procedures in receiving new applications including correlating applicant interviews and school classes and schedules.
10. Contact and interaction with Guidance Counselors, Pupil Services Departments, and transportation companies from other school districts regarding enrollment, and transportation of their students.
11. Coordinate supervisor's calendar.
12. Purchase supplies for the department.
13. Maintain student enrollments in National FFA registry.
14. 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.

3-14-96 Rev. 4-10-06 Approved 5-11-06
Rev. 9/9/2010 – kdh approved by Union 9/9/2010
Approved by P&P 9/22/2010 Approved by BOE 10/14/2010
Revised 3-10-25 Approved by BOE 5-8-25

EVALUATION:
Performance of the job will be evaluated annually by the assistant principal.

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