SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: High School/Attendance 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, and Canvas computer programs preferred.
6. Excellent interpersonal and communication skills.

REPORTS TO:
High School Principal or designee

JOB GOAL:
To assure the efficient operation of the high school attendance office.

PERFORMANCE RESPONSIBILILTIES:

1. Issue tardy passes to students.
2. Collect, maintain, and update student attendance database records daily for school wide attendance reports utilized by the counseling office, teachers, and administration.
3. Communicate with parents on daily absences.
4. Maintain student records of tardiness.
5. Advise students with excessive tardiness on the established penalties.
6. Investigate attendance issues reported by others.
7. Refer cases of chronic absenteeism, tardiness, and/or truancy to the school administration.
8. Maintain records of referrals, memos, notes, and other correspondence related to attendance and tardiness issues.
9. Report students who are not in compliance with attendance standards mandated by Connecticut Law to the administration.
10. Assist the administration with faculty, visitor, and student parking.
11. Establish and maintain a database for parking permits.
12. Assist the administration with busing matters.
13. Perform other duties as directed by the High School Principal or designee.

TERMS OF EMPLOYMENT:

1. Determined by the working agreement between the Southington Board of Education and Nutmeg Independent Labor Unions (NILU).
2. Ten-month work year.

EVALUATION:
Performance will be evaluated annually by the high school principal or designee.

Revised 7/1/02; Revised 1/29/09
Revised 8/4/09 – to include in union
Approved by P&P 9/16/2009; Approved by BOE 10/8/2009
Revised 3-10-25 Approved by BOE 5-8-25