SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: High School/Assistant Principal's 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, and Frontline Education computer programs preferred.
6. Excellent interpersonal and communication skills.

REPORTS TO:
High School Assistant Principal

JOB GOAL:
To assure the efficient operation of the main 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 supervisor.
2. Maintain such records as directed by the immediate supervisor.
3. Welcomes visitors and directs callers in accordance with standard operating procedures.
4. Maintain discipline records on students.
5. Maintain current updated student records on PowerSchool.
6. Create replacement identification badges for students and staff.
7. Schedule appointments for immediate supervisor including, but not limited to, contacting parents, students and applicable staff members.
8. Assist with schedules, coverage, and the organization of events such as graduation and Awards Night.
9. 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 or twelve month work year depending on position.

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

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