SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: High School/Purchasing

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:
Assistant Principal

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

PERFORMANCE RESPONSIBILITIES:

1. Perform office routines including, but not limited to, preparation of reports, correspondence, notices and agendas under the direction of the immediate supervisor.
2. Maintain records as directed by immediate supervisor.
3. Update student records utilizing PowerSchool.
4. Receive and route incoming calls.
5. Gather and input information related to the school's budget.
6. Verify all allotments for budget consistency.
7. Input all requisitions, including but not limited to, school supplies.
8. Maintain and distribute office supply inventory.
9. Assist in the preparation for graduation, orientation, clubs, and activity fair.
10. Coordinate service for office equipment, intercom and telephone systems.
11. Coordinate supervisor's calendar, meetings, and teacher evaluations.
12. Maintain discipline records on students.
13. 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 twelve-month work year.

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

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