SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: High School 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 Principal

JOB GOAL:

To assure the efficient operation of the principal's office.

PERFORMANCE RESPONSIBILITIES:

1. Prepare various materials including, but not limited to, correspondences, reports, notices, school newsletter, Connecticut State Department of Education reports and recommendations as directed by the immediate supervisor.
2. Obtain, gather and organize pertinent data as needed and organize it into usable form.
3. Maintain a secure filing system.
4. Process incoming correspondence as instructed.
5. Maintain School Calendar and communicate pertinent information to Southington Fire Department on a regular basis.
6. Maintain and control distribution of keys and alarm codes.
7. Make arrangements for conferences, interviews and utilization of Southington High School facilities.
8. Welcome visitors and screen callers in accordance with established policy.
9. Serve as scholarship and academic awards coordinator.
10. Maintain Material Data Safety Sheets.
11. Process bulk mailings.
12. Maintain a schedule of appointments for the Principal.
13. Perform any other job related responsibilities or tasks as assigned by the immediate supervisor.

Revised 4-10-06 Approved 5-11-06
Revised 3-10-25 Approved 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 twelve-month work year.

EVALUATION:

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

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