SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: High School Special Education

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, LINQ, CT-SEDS, and Frontline Education computer programs preferred.
6. Excellent interpersonal and communication skills.

REPORTS TO:
Special Education Coordinator/Department Leader and Assistant Department Leader

JOB GOAL:
To assure the efficient operation of the High School Special Education Department.

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 High School Special Education Coordinator, Department Leader and Assistant Department Leader.
2. Maintain current student records and previous seven (7) years history.
3. Receive and route all incoming calls and distribute appropriate mail; process and mail all time-sensitive information.
4. Prepare state reports, monthly reports and keep statistics as directed.
5. Organize PPT meetings including scheduling, invitations, file preparations, and IEP preparation.
6. Coordinate supervisor's calendar, meetings, and teacher evaluations.
7. Purchase supplies for the department.
8. 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.

EVALUATION:
Performance of the job will be evaluated annually by the high school special education coordinator and department leader.

4-10-06 Approved 5-11-06
Revised 2-4-25 Approved by BOE 5-8-25