Wilton-Lyndeborough Cooperative School District
School Administrative Unit # 63

Job Description

Position: Administrative Assistant Guidance

Reports To: School Counseling Coordinator

Qualifications:

- High School Diploma or equivalent
- Office experience preferred, knowledge of school counseling office preferred.

Licensure and Certification Requirements: None required

Physical Demands: NA

Background Check: Candidate will need to successfully pass a background investigation to include fingerprint and criminal history evaluation.

General Duties & Responsibilities: Except as specifically noted, the following functions are considered essential to this position:

The principal function of an employee in this position is to provide clerical support to the School Counseling Department as well as provide customer service to the public. The work performed is under the direction of an assigned supervisor or designee, but considerable leeway is granted for the exercise of independent judgment and initiative.

- Works within a team environment to provide needed services of an educational office.
- Greets school counseling office visitors, including students, parents, faculty, officials and members of the community.
- Answers incoming telephone calls. Forwards calls and messages in a professional manner.
- May work with volunteer students, and may be responsible for providing general office training and oversight support.
- Set up and maintain files, correspondence, student/staff lists, and provide general typing support.
- Operates and oversees the maintenance of all school counseling office equipment, to include but not be limited to: computer, fax machine, copy machine, phone system, and cell phones.

This job description is not intended to be all-inclusive and employees may perform other tasks and assume other responsibilities as assigned by the supervisor.

- Sort and process incoming department mail and materials.
- Maintain calendar for School Counselors and schedule appointments with students
- Handles all registrar duties, registration and withdrawal of students
- Generates NH State reporting as required (i4see).
- Generates and maintains records regarding students, grades, schedules and course selections as assigned. Maintains student database.
- Coordinates AP Testing through College Board, collects payment, is responsible for ordering tests and arranging testing locations.
- Assists in coordinating PSAT, SAT and NH SAS testing
- Gathers, maintains, and coordinates information on and visits from colleges, universities and military.
- Processes paperwork for students and college application process.
- Handles transcript requests for alumni as well as education verification requests
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- Generates and maintains records regarding students, grades, schedules and course selections as assigned. Maintains student database.
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- Handles transcript requests for alumni as well as education verification requests
- Work closely with CTE programs (Milford, Mascenic and Conval) to coordinate schedules between schools, manage transportation and account for scheduling conflicts
- Coordinates local scholarships and processes paperwork for senior scholarship applications.
- Coordinates the underclass and senior awards nights.
- Set up & maintain cumulative files for students in grades 6-12.

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- Maintains confidentiality of information.
- Must comply with all WLC School District policy and building / department rules, procedures, practices and objectives.
- Performs all duties in a professional and appropriate manner while interacting with students, parents, faculty, administration and co-workers. Expectations are that visitors will be assisted promptly, positively, and politely.
- Performs other tasks and assumes other responsibilities as assigned by school administration.

Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of modern office procedures, practices and equipment.
- Thorough knowledge of modern office filing systems and procedures.
- Thorough knowledge of modern standard bookkeeping principles, practices and procedures.
- Ability to maintain confidentiality at all times.
- Ability to prepare correspondence according to standard business practices.
- Ability to remain calm in difficult situations.
- Ability to successfully multi-task within a role.
- Ability to accurately and expeditiously type correspondence, reports and memoranda.
- Ability to complete financial processing procedures.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to understand and follow oral and/or written policies, procedures and instructions.
- Ability to operate a personal computer using standard or customized software applications appropriate to the assigned tasks.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under regular conditions and under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and utilize new skills and knowledge brought about by rapidly changing information and/or technology.

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- PowerSchool knowledge a plus.

Evaluation: Performance of duty responsibilities will be reviewed annually.