

WINNACUNNET SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Evening School Administrative Assistant/Registrar

Qualifications: 3-5 years of administrative office experience; knowledge of Google Docs and Microsoft Office required; enjoy interaction with high school students and teachers in the educational setting

Position Description: Part-Time; school year; average of 20 hours per week, with flexible work hours and some evening hours; hourly rate

This position helps to coordinate and develop collaboration among all interested parties in maximizing the education of individual students.

Reports To: Director of Evening School

Responsibilities:

- Knowledgeable and competent in the use of Google Docs and spreadsheet and with Microsoft word, Excel and Publisher
- Maintain the NHDOE records for each WEHS student and type quarterly reports to New Hampshire Department of Education (NHDOE)
- Assist Director in writing, and maintaining NHDOE data and grants
- Assist Director in quarterly course enrollments and classroom assignments
- Prepare initial transcript worksheets for incoming students (must be comfortable with the assigning of credits for high school coursework)
- Create and maintain gradebooks in the Engrade grading program, and the student database
- Create and file quarterly transcripts for all Adult Education students
- Create and mail final grade transcripts for Adult Education graduates
- Maintain communication with Winnacunnet Evening High School (WEHS) staff, students and parent/guardians
- Maintain files and records, including but not limited to attendance, student contact information and registration forms
- Facilitate e-mail and telephone communication
- Compile weekly list of student absentees for make-up class
- Keep financial records of incoming payments and outgoing expenses
- Create and track Purchase Orders through the Munis accounting program
- Order supplies
- Create and maintain entrance packets for Adult Education students
- Assist in graduation and preparation of end of the year information
- Create and mail grade reports for all Adult Education students
- Maintain employment records for all Adult Education students
- Maintain and organize teachers' and all Adult Education hard copy files
- Schedule appointments for students with Director

April, 2015

PHYSICAL ACTIVITY REQUIREMENTS – Evening School Admin Asst/Registrar				
LIFT up to 10 lbs.	frequently	TWISTING	occasionally	
LIFT 11 to 25 lbs.	occasionally	BENDING	occasionally	
LIFT 26 TO 50 lbs.	rarely	CRAWLING	rarely	
LIFT over 50 lbs.	rarely	SQUATTING	rarely	
		KNEELING	rarely	
CARRY up to 10 lbs.	frequently	CROUCHING	rarely	
CARRY 11 to 25 lbs.	occasionally	CLIMBING	rarely	
CARRY 26 TO 50 lbs.	rearely	BALANCING	rarely	
CARRY over 50 lbs.	rarely			
		WORK SURFACES: Office environment, key board, desk, copier		
REACH above shoulder height	occasionally			
REACH at shoulder height	frequently			
REACH below shoulder height	frequently	SUMMARY OF OCCUPATIONAL EXPOSURES: Public education facility; interaction with students and staff		
PUSH/PULL	occasionally			
		CONTROLS AND EQUIPMENT USED: Computer key board, copier, various office equipment, phone(s)		
HAND MANIPULATION:				
PUSH/PULL	occasionally			
HANDLING	rarely	OTHER CONSIDERATIONS AND REQUIREMENTS: Flexibility with work hours; evening hours		
TORQUING	rarely			
DURING THE AVERAGE WORKDAY, EMPLOYEE IS REQUIRED TO:				
SIT:	CONSECUTIVE HOURS:	1	TOTAL HOURS:	4
STAND:	CONSECUTIVE HOURS:	30 mins	TOTAL HOURS:	1
WALK:	CONSECUTIVE HOURS:	30 mins	TOTAL HOURS:	30 minutes
COGNITIVE AND SENSORY REQUIREMENTS:				
TALKING:	required			
HEARING:	required			
SIGHT:	required			
TASTING & SMELLING:	not required			