

POSITION TITLE: Administrative Assistant to the Student Services Team (SST)

DEPARTMENT: Student Services

REPORTS TO: Assistant Principal of Student Services

CONTRACT: 12 Months

SALARY: Salary commensurate with experience.

PURPOSE OF POSITION:

The position of Administrative Assistant of Student Services has been established for the purpose of providing support to the Student Services Department.

QUALIFICATIONS AND SKILLS

- High School degree or equivalent
- Excellent secretarial, typing and computer skills.
- Advanced organizational skills
- Proficient in Google Suite and Microsoft Office programs
- Previous administrative assistant experience.
- Previous school administrative assistant experience, preferred.
- Interpersonal skills, including a regard for adolescents and understanding of their basic developmental needs for respect, order and structure.
- Ability to communicate clearly and appropriately to students, staff, and visitors.
- Ability to maintain a cooperative nature under stressful situations.

ESSENTIAL FUNCTIONS:

1. Answers phone, takes messages, and schedules appointments for counselors.
2. Assists students/parents/staff in locating information and personnel.
3. Manages scholarship applications.
4. Creates and maintains advertising of Student Services Team events.
5. Prepares correspondence for counselors.
6. Prepares and mails/emails information to students regarding the counselor calendar.
7. Prepares and distributes new student enrollment packets.
8. Maintains files for the entire student body.
9. Sets up files for incoming freshmen and destroys old files.
10. Schedules meetings for students with their counselor to register for next year's classes.
11. Assists with Honors Night program, invitations, awards, and set-up.
12. Assists and coordinates Summer School registration.
13. Assists and coordinates 8th grade enrollment night.
14. Assists with the district crisis plan.
15. Completes facility usage forms and orders supplies for counseling programs.

16. Processes new student enrollment, including testing.
17. Maintains the Google calendar for Student Services Team personnel.
18. Supervises and directs student aides.
19. Supports and provides services for RED teams.
20. Manages the Crisis Calendar.
21. Perform assigned tasks in electronic student management systems (Skyward).
22. Performs other duties as assigned by the Assistant Principal of Student Services.

SKILLS / KNOWLEDGE / ABILITIES

- Ability to maintain confidentiality
- Ability to solve practical problems.
- Ability to establish and maintain effective working relationships
- Ability to communicate with diverse individuals and/or groups
- Ability to multitask
- Ability to adapt to changing work priorities
- Ability to work with frequent interruptions
- Ability to operate standard office equipment including using pertinent software applications
- Ability to perform basic math, including calculations using fractions, percents, and /or ratios
- Ability to meet deadlines, schedules, and set priorities
- Ability to work with detailed information/data
- Ability to de-escalate situations
- Ability to work some evening events
- Interpersonal skills including tact, courtesy and patience

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT

This is a 12-month position with months worked, salary and benefits determined by the Board of Education.

This is a summary of typical functions of the job, not an exhaustive or comprehensive list of all responsibilities, tasks and duties. Responsibilities, tasks and duties of the jobholder might differ from those outlined here to ensure the proper functioning of the Student Services Department. Other duties, as assigned, may be part of the job.