

**Auburn School District**

**Job Title: Administrative Assistant – Guidance**

**Reports to:** Building Administrator

**Unit Classification:** AAEOP

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**Duties and responsibilities:**

- Provide administrative support for the guidance department and student health room.
- Perform secretarial tasks including, but not limited to, word processing, transcription, operating computers and other office machines/equipment, mail distribution, correspondence, files and record maintenance, and scheduling appointments and meetings.
- Greet visitors and answer telephones; ascertain the nature of business; take messages or route to appropriate locations.
- Act as liaison between students, parents, staff members, and community members regarding general school and district information; maintain strong public relations with visitors, parents, and the public.
- Maintain a professional image and an awareness of school and district events and policies to better assist the public in an informed manner.
- Work independently and collaboratively while under a high degree of pressure to meet deadlines and satisfy the expectations of multiple constituents.
- Compile statistical reports and surveys, as directed using, on-line reports as well as custom report writers.
- Develop downloaded information into a variety of report formats.
- Responsible for new student registration, enrolling all new students to include screening of students to ensure appropriate records are available, setting up appointments with counselors, coordinating with Special Education and IEP records from previous schools, creating and maintaining student records.
- Design and create flyers or pamphlets describing available guidance department services and distribute them to students, staff, and parents.
- Annually assist counselors with the Awards Night program by developing databases, tracking and compiling scholarships, and creating program format as well as providing support on the night of the program.
- Assist the registrar and nurse's offices during their absence or as assigned.
- Assist in graduation activities and coordination.
- Maintain a clean and orderly work area, report to all assignments on time, perform all assigned tasks to supervisor's satisfaction and in a timely fashion, and perform other duties as assigned.
- Abide by all school board policies and procedures, applicable collective bargaining agreements, as well as all federal, state, and municipal laws and regulations, and comply with district reviews.
- Comply with district safety rules and regulations, operate and maintain equipment as required and ensure its safe and proper use and take responsible measures to protect the district equipment and supplies.
- Train and supervise student office assistants.
- Provide support in the absence of a supervisor to maintain office practices.
- Analyze and organize office operations and procedures to ensure smooth workflow.
- Other duties as assigned by supervisor.

**Requirements:**

- Knowledge of basic office skills including computer experience.
- Skills in spelling, grammar, telephone procedures, correspondence preparation and processing, public address system, keyboarding, filing, proofreading, and applicable computer software applications.

- Windows and Skyward computer experience preferred and a willingness to learn district computer systems and applications.
- Maintain appropriate levels of confidentiality in all matters pertaining to students, parents, staff, and programs.
- Treat staff, students, parents, and supervisors with courtesy and respect at all times.
- Experience working with students in a formal and informal setting to include managing students with special needs.

**Required Knowledge, Skills, and Abilities Related to Cultural Competence and Equity:**

- Ability to recognize and demonstrate awareness of own cultural identity as well as accepting and respecting the cultural identity of others.
- Commitment to establishing and supporting an environment that promotes cultural competence and equitable treatment of all staff, students, and families of the district.
- Ability to support and promote the Auburn School District's commitment to "Engage. Educate. Empower With Equity and Excellence".

**Working Conditions:**

**Physical Requirements:**

The position is primarily office-based and requires frequent sitting for extended periods while working at a desk or computer. The role involves regular use of hands and fingers for typing, data entry, and handling documents. Occasional standing, walking, bending, and reaching may be necessary when filing or retrieving materials. The employee may occasionally lift and/or carry items weighing up to 25 pounds such as boxes of files, office supplies, or equipment. Visual acuity is required for reading, preparing documents, and working on a computer.

**Work Environment:**

Work is performed indoors in a busy and dynamic school office environment with frequent interruptions. The noise level ranges from quiet to moderate, depending on office activity. The Administrative Assistant interacts daily with students, staff, parents, and members of the public, and must maintain professionalism, cultural sensitivity, and discretion at all times. The position requires managing confidential and sensitive student information and maintaining a high level of attention to detail and organization. Occasional flexibility may be needed to support after-school events such as Awards Night or graduation. The employee must be able to prioritize multiple tasks under pressure and adapt to changing priorities throughout the workday.

*The statements above are intended to describe the general nature of the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities and qualifications of personnel so classified.*