



ADMINISTRATIVE ASSISTANT III (STUDENT AFFAIRS)

QUALIFICATIONS:

- High school education or equivalent plus additional training normally equivalent to up to one year of full-time study in college, junior college, or secretarial school with a preferred curriculum in business or human relations area (directly related job experience can be substituted for formal education requirements)
- A minimum of experience in a position with considerable independent decision-making and customer or employee relation experience, at least one year that includes lead worker or supervisory responsibilities
- Demonstrated ability to work independently to meet goals and deadlines and a demonstrated ability to effectively coordinate work assignments among staff, to recognize when problems or obstacles exist, and to seek assistance from the appropriate supervisory personnel
- Strong verbal and written communication skills and well-developed listening and investigative abilities
- Basic knowledge of PC spreadsheet and word processing applications typically used for activity reports and general correspondence or form letters
- Thorough knowledge of student database software, PC spreadsheet, and work-processing applications and the ability to train others in the effective use of these tools to complete required activity reports and general correspondence
- Highly developed organizational skills for managing multiple priorities and requests
- Demonstrated success working in an environment with periods of high-volume activity and continuous interruptions
- Must be able to effectively deal with parents and students who may be angry and require assistance
- Patience and well-developed interpersonal relations skills
- Independent judgment is required on a routine basis. The incumbent serves as a resource to offer other staff members in interpreting established guidelines, policies, and principles that may not always be completely applicable to cover all situations. Judgment is required in interpreting policies or adapting principles to solve problems or evaluate the information provided by parents, students, district employees, or outside agencies. The incumbent is responsible for ensuring that the workflow is adequately covered and must use judgments to resolve problems and/or seek assistance or alternatives.

REPORTS TO:

- Assistant Principal

JOB SUMMARY:

- Under limited supervision, the position is responsible for the coordination of support staff activities for the Student Affairs and Attendance offices. In addition to serving as the Student Affairs Specialist II, the incumbent functions as a lead worker with training, scheduling, and communication-related responsibilities. The incumbent assists administrators, parents, and students in addressing a variety of issues, including disciplinary actions, attendance-related problems, and confidential and personal student relations concerns.
- FLSA Status: Non-exempt

PERFORMANCE RESPONSIBILITIES:

1. Coordinates student attendance and referral system for BHS: interviews students, parents, and teachers on daily attendance (monitors and reports discrepancies to supervisor from teacher verification reports after investigating incidents)
2. Communicates with parents, counselors, teachers, and attendance office personnel regarding such absences and anticipates problems and notifies supervisor or parents, determines which students need follow-up meetings with Assistant Principal and schedules appointments, according to identified priorities
3. Processes confidential and time-sensitive student information: prepares correspondence, including expulsion hearings, building conferences, IEP reviews, multidisciplinary actions and all other disciplinary dispositions, including detentions, etc.
4. Determines needs and develops cooperative efforts between internal and external parties, including police departments, juvenile court services, social service agencies, counselors, school psychologists,



and parents

5. Coordinates and schedules tasks for hall monitors, cafeteria supervisors. Obtains substitutes, reviews time sheets for accuracy, provides orientation of new personnel, and maintains records on each.
6. Answers telephone and directs calls to appropriate individuals. Maintains constant contact with Hall Monitors and Supervisors through CB radio throughout the day
7. Coordinates incentive programs, such as perfect attendance, purple and gold cards, independent student status, etc.* Coordinates student attendance and referral system for BHS: Interviews students, parents, and teachers on daily attendance. Monitors and reports to supervisor discrepancies from teacher verification reports after investigating incidences. Communicates with parents, counselors, teachers, and attendance office personnel regarding such absences. Anticipates problems and notifies supervisor or parents. Determines which students need follow-up meetings with Assistant Principal and schedules appointments, according to identified priorities
8. Processes confidential and time-sensitive student information: prepares correspondence, including those dealing with expulsion hearings, building conferences, IEP reviews, multidisciplinary actions and all other disciplinary dispositions including detentions, etc
9. Coordinates/schedules tasks for hall monitors, cafeteria supervisors
10. Obtains substitutes, reviews time sheets for accuracy, provides orientation of new personnel, and maintains records on each
11. Develops documentation of departmental procedures and provides training to Student Affairs and Attendance office staff, as well as student assistants and hall monitors
12. Generally understands state reporting requirements - schedules backup assistance from other trained staff or will personally assist in the completion of these reports when needed
13. Maintains administrator calendars and schedules appointments
14. Receives building use forms and maintains the facility calendar
15. Set up and coordinates PA/projections for meetings in the building with custodians and drama teacher
16. Coordinates Freshman Connection each year for incoming and new students to BHS. Including, meal planning, activities, and t-shirt orders
17. Freshman first day
18. Rewrite and proofread calendar dates for the planner
19. Maintains student locker records
20. Runs attendance reports for the truancy task force and is a member
21. Coordinates after-school detention and schedules teachers to run them
22. Provides ID replacement for students and staff
23. New student ID, handbook and laptop handout forms
24. Maintains familiarity with the Attendance Office operations and recommends workflow changes as needed. Generally understands state reporting requirements. Schedules backup assistance from other trained staff or will personally assist in the completion of these reports when needed
25. Maintains familiarity with the Attendance Office operations and recommends workflow changes as needed

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.