

Administrative Assistant - Student Services - High School

Purpose Statement

The job of Administrative Assistant - Student Services - High School is done for the purpose/s of providing a wide variety of complex and confidential administrative and clerical support for the Counselors; communicating information on behalf of a Counselor; and providing support for students and/or staff.

Essential Functions

- Assists students (e.g. schedule changes, appointments, general information, fielding questions, etc.) for the purpose of providing assistance, knowledge and/or guidance.
- Collects data and places orders (e.g. cap and gown needs, diplomas, etc.) for the purpose of ensuring each graduating student has appropriate garments and a diploma for the graduation ceremony.
- Communicates with students, teachers, parents, district employees, etc. (e.g. courtesy calls to parents, parent letters, passes to students, etc.) for the purpose of resolving problems and coordinating activities and processes.
- Coordinates a variety of programs and/or activities (e.g. senior award ceremony, underclassmen award ceremony, college representative visits, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in compliance with established guidelines.
- Directs student workers for the purpose of guiding and monitoring their activities; maximizing their efficiency and meeting work requirements.
- Maintains a variety of documentation both electronic and written (e.g. files, records, reports, requisitions, inventory, college contact logs, etc.) for the purpose of providing accurate information in compliance with district regulations.
- Monitors students (e.g. referred for illness, discipline, etc.) for the purpose of ensuring their safety and welfare.
- Oversees locker repair and/or exchange (e.g. communicates with custodians, order combinations, update Access database, etc.) for the purpose of ensuring students a working locker.
- Participates in meetings and professional development presentations for the purpose of acquiring and/or conveying information required to perform job functions.
- Performs record keeping and clerical functions (e.g. copying, data entry, answering phones, etc.) for the purpose of supporting the Counselors and staff in providing necessary records/materials.
- Prepares a wide variety of reports, documents and correspondence (e.g. standardized/special reports, letters to parents, passes for students, scholarship information, senior award ceremony, underclassmen award ceremony, commencement information, enrollment packet information for new students, etc.) for the purpose of documenting information, providing written reference and/or conveying information.
- Processes a variety of documents and materials for the purpose of disseminating information to appropriate parties.
- Responds to inquiries from a variety of individuals (e.g. staff, parents, probation officers, other schools, and/or students, etc.) for the purpose of providing information and/or directions as may be required.

- Supports Counselors (e.g. keeping calendars, scheduling appointments, AP testing materials, PSAT, etc.) for the purpose of providing assistance with their administrative functions.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; standard office equipment; concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups of individuals; maintaining confidentiality; working with detailed information/data; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 30% sitting, 50% walking, and 20% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance
Kansas Certification of Health

FLSA Status

Non Exempt

Approval Date

4/28/2010

Salary Grade

ADM 9