

**SOMERS PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE: Administrative Assistant - Counseling and Career Center

REPORTS TO: Principal

OVERVIEW: Administrative Assistant in Guidance performs administrative, secretarial, and clerical duties to support the operations of the school and Counseling Center office.

QUALIFICATIONS:

- A. High school education and three years of responsible administrative/clerical experience including two years of secretarial experiences; or an equivalent combination of experience and training
- B. Able to follow written and oral instructions
- C. Works independently and handle confidential information
- D. Possesses general office practices, procedures and clerical skills
- E. Ability to use standard office equipment (computers, typewriter, calculator, copier and fax)
- F. Ability to type/word process with speed and accuracy
- G. Proficient in computer use and other technology applications
- H. Ability to learn the internal operations, responsibilities and services
- I. Ability to work with speed and accuracy, establish priorities, process large volumes of paperwork and to develop and maintain complex records and files
- J. Ability to plan, design and implement office procedures and to perform secretarial/clerical functions without supervision
- K. Ability to make mathematical calculations
- L. Ability to establish and maintain effective working relationships

DUTIES & RESPONSIBILITIES:

- A. Greets students, parents, teachers to CCC
- B. Maintains confidentiality
- C. Helps direct students who need counseling services
- D. Contacts parents, individuals and schools at the request of CCC staff
- E. Routes incoming calls for CCC staff and routes department mail
- F. Makes appointments for School Counselors and Career Specialists using Google calendar for parents, staff and other outside organizations including college and armed forces rep visits
- G. Facilitates correspondence and communications as requested including letters, PPT notifications, progress reports from classroom teachers, nurse, social worker and school psychologist
- H. Facilitates all correspondence to parents, other schools, and special agencies in reference to student records
- I. Maintains CCC budget, prepares purchase order and orders supplies

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- J. Responsible for the storage and filing in all student records and keeping accurate student cumulative files including transcripts for present and past students (including destroying after 50 years) and maintains duplicate special education files
- K. Prints student schedules, report cards and class study rosters
- L. Notifies parents and staff members of upcoming PPT/504 meetings
- M. Request progress reports from teachers for PPT/504 meetings and prepares room and PPT/504 materials and notifications
- N. Schedules freshman, sophomores, junior and senior conferences with School Counselors
- O. Works with CREC students to coordinate late buses for after school sports/activities and coordinates with RSCO transportation on school schedule and early release information
- P. Aids in coordinating employment opportunities for students and prepares working papers and maintains files of papers issued each year
- Q. Prepares/distributes monthly SHS enrollment reports
- R. Obtains homework upon request for absent/suspended students
- S. Assists Counselors with registration and orientation of new students
 - a. Requests and input new student records into Powerschool and state PSIS database
 - b. Schedules intake meeting with CCC and gives new student information to Central and Main offices. Requests bus information, student passwords, and locker information.
- T. Handles withdrawal/transfers of students
 - a. Obtains necessary withdrawal paperwork from parent and students
 - b. Collects withdrawal grades from teachers and updates hold list with returned materials
 - c. Notifies staff, makes copies of files and forwards school records to new school
 - d. Updates Powerschool & PSIS with withdrawal information
- U. Prepares student transcripts
 - a. Uses Naviance edocs to send fall, midyear and final transcripts to colleges
 - b. Mails transcripts for those schools not accepting edocs and for NCAA applicants
 - c. Prepare and process transcripts for scholarship applicants
 - d. Process and document transcript requests by phone/fax/email for graduated students
 - e. Maintains career and college information
- V. Orders diplomas and prepares diplomas for distribution in June at graduation
- W. Coordinate and communicate scholarship information to all seniors
- X. Assists Counselors with roster and fee collection of standardized tests (PSAT's, AP, SAT testing)

The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility.

SALARY: As set by contract schedule between Board of Education and the Somers Educational Support Association.

LENGTH OF WORK YEAR: 12months

DATE: April 11, 2011