

**POSITION DESCRIPTION
COLCHESTER SCHOOL DISTRICT**

POSITION TITLE: Administrative Assistant – Guidance CMS

GENERAL DESCRIPTION: The guidance secretary performs a variety of interpersonal, secretarial, and organizational responsibilities which contribute to the efficient operation of the guidance department.

WAGE CATEGORY: Non-Exempt (hourly)

TERMS OF EMPLOYMENT: Per School Board and Support Staff Agreement if position exceeds 20 hours per week; otherwise, per current Handbook for Non-Union Support Staff Personnel.

REPORTS TO: Building Principal or Other School Administrators

EVALUATION: Performance in this position will be evaluated annually, in person and in writing, by the Building Administration in collaboration with the guidance department staff and consistent with the process described in the School Board/Support Staff Agreement if position exceeds 20 hours per week; otherwise, per current Handbook for Non-Union Support Staff Personnel.

QUALIFICATIONS:

1. Business education training and/or experience working in a busy office environment.
2. Superior word processing and excellent communication/interpersonal skills.
3. Previous experience and/or ability working with children or adolescents.
4. Knowledge and experience working with computer hardware and windows software applications.
5. Flexibility, initiative, and excellent organizational skills.
6. Commitment to the School District's mission and Strategic Plan.

PERFORMANCE RESPONSIBILITIES:

1. Serve as the guidance office receptionist: receive/distribute messages, screen callers, greet students/visitors, respond to inquiries, and process new student enrollments.
2. Word process all routine correspondence as requested by the guidance department and/or administration.
3. Maintain and update all pupil personnel files including GPA ranks, honor roll lists, fail notices, and graduation procedures.
4. Process student grade report data and maintain copies of accurate student/staff schedules.
5. Coordinate counselor/teacher; counselor/parent; and any other scheduled conference or team meetings.
6. Recruit, train, and assign work to student guidance office aides; model strict confidentiality standards.
7. Maintain and update all office files and a master calendar for guidance counselors and other coordinators.
8. Verify incoming orders/materials against purchase orders; submit to Administrative Assistant/Bookkeeper for processing, as applicable.
9. Assist building administrators and guidance staff in processing forms, surveys, and other data as appropriate. [college transcripts, driver education data, and NCAA forms.] [CHS only].
10. Assume other duties and responsibilities designated by the guidance department and/or building administrators.

WORKING CONDITIONS:

- Noise Level in the work environment is moderate
- Occasionally exposed to outside weather conditions

PHYSICAL DEMANDS:

- Regularly required to sit, use hands to finger, or handle
- Regularly required to talk and hear
- Occasionally required to stand and walk
- Regularly required to reach with hands and arms
- Occasionally lift and/or move up to 25 pounds

Last Updated 10/22/09