

EPPING SCHOOL DISTRICT  
JOB DESCRIPTION

TITLE: MIDDLE SCHOOL STUDENT RECORDS AND ADMINISTRATIVE ASSISTANT

GENERAL DESCRIPTION: The purpose of the position is to provide student records management and administrative assistance to the Middle School Administration. The Student Records and Administrative Assistant is primarily responsible for the management of student records including, but not limited to student attendance records, student academic records, state reporting of student data, and other such responsibilities as assigned. This position also provides administrative support such as greeting and attending to school visitors, greeting and attending to school staff and students, answering phones, taking messages, and coordinating general school office operations as assigned.

QUALIFICATIONS: High school diploma or GED; supplemented by minimum two (2) years previous experience and/or training that includes secretarial or clerical work, or any equivalent combination of related education, training and experience which provides the required knowledge, skills and abilities to perform the essential job functions. Knowledge of word processing, spreadsheets, student database, and other office software preferred.

KNOWLEDGE: As this position is a highly visible position serving the school community as well as the community at large, knowledge of general school office or a professional office environment is required. This position also requires an appreciation and understanding for multi-tasking in a service oriented environment.

SKILLS:

1. Must have good human relation skills and be able to communicate well with others.
2. Must have the ability and willingness to learn a wide variety of tasks required in student recordkeeping and school office operation.
3. Must be able to multi-task and be flexible to meet the varying needs of school staff, students, parents, and office visitors.
4. Must be able to work with noise levels of a typical school.
5. Must have good working knowledge of electronic communication, word processing and spreadsheets, and be comfortable with student database software as well as general office equipment operation such as phones, fax, copier, etc.

ABILITIES:

1. Requires the ability to communicate a variety of information in written, oral, diagrammatic, or other forms.
2. Requires extraordinary attention to detail and follow through to meet deadlines and commitments.

3. Requires conscientious attention to detail and commitment to accuracy for local, state, and federal reporting has a direct influence on district funding and operations.
4. Requires significant confidentiality responsibilities due to student, parent, and staff interactions.
5. Requires the ability to perform basic mathematical computation and to utilize and/or interpret graphs.
6. Requires the ability to interpret instructions furnished in various forms, and ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
7. Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.
8. Requires the ability to operate a computer to enter, retrieve, review, or modify data utilizing word processing, database, and software programs.
9. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
10. Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

**CLASSIFICATION:** This position is designated as a support staff position subject to the Epping School District Support Staff Handbook and School Board Policy.

**REPORTS TO:** School Principal

**SUPERVISES:** No staff supervision responsibilities

**PERFORMANCE RESPONSIBILITIES:**

**STUDENT ATTENDANCE:**

1. Requests student emergency contact information and other pertinent student information at the beginning of the school year and as needed throughout the school year.
2. Receives student emergency contact information and reports to the administration information not received.
3. Enters student emergency contact information and other pertinent student information in student database.
4. Registers new students in the district database and provides new parents with information and all forms for school attendance.
5. Registers new students in the state reporting system.
6. Oversees the transfer of students documenting withdrawal, completing all required paperwork, sending student records, insuring that all school rules and regulations have been met prior to transfer, etc.
7. Communicates changes in student status to school administration and school nurse.
8. Reports transfer students in the state reporting system.

9. Provides school nurse with all incoming health related information.
10. Provides school tours to new students and parents.
11. Maintains daily student attendance and records information in student database.
12. Gathers student data and submits state reports in an accurate and timely manner.
13. Resolves discrepancies in the reported student data to state.
14. Maintain accurate student records moving students from active to inactive status as needed, and weeding out old records per school district policy.
15. Files and records all student standardized testing in student database.
16. Tracks and follows up with teachers regarding student attendance.
17. Maintains accurate attendance files.
18. Tracks student absences and reports excessive absences to the administration.
19. Tracks student tardies and reports excessive tardies to the administration.
20. Assists administration with truancy issues.
21. Keeps track of and maintains student sign in and sign out list and associated records.
22. Checks identification of parents/guardians wishing to dismiss student(s) and verifies against student information on file.
23. Keeps track of special student information such as custody and restraining orders and other court requests, and notifies administration of issues immediately.
24. Calls parents of students who are not in attendance and have not been called in as absent.
25. Calls parents of absent students to ascertain additional attendance information if needed.
26. Sends letters to parents of students with attendance issues per school district attendance policy.
27. Oversees the student database system for grades, progress reports, and transcripts.
28. Represents Middle School at district student database meetings.
29. Prints, maintains, and distributes progress reports.
30. Prepares student honor roll lists and distributes to newspapers.

#### FACILITIES RESPONSIBILITIES

1. Maintains and supports HVAC, intercom, key/security, and other building systems.
2. Coordinates facilities requests for EMS and works with high school and athletic director.
3. Oversees Nortel phone system and NEXTELS for EMS and EHS.

#### PAYROLL

1. Prepares biweekly payroll for district office.
2. Notifies district office of staff changes for new hires and existing staff.
3. Notifies district office of salary stipend payments.

#### STUDENT BEHAVIOR:

1. Maintains daily student behavior documentation and records information in student behavior database.

2. Assists administration with processing office referral forms, including entering office referral data into the database, returning forms to teachers, and mailing forms to parents.
3. Maintains accurate student discipline files.
4. Maintains discipline sign in forms.

#### ADMINISTRATIVE SUPPORT:

1. Demonstrates positive interpersonal relationships with students, staff, parents, and community members.
2. Maintains confidentiality.
3. Demonstrates punctuality, good attendance, and work ethic for all duties.
4. Responds to requests in a timely manner.
5. Adheres to school board policies and administrative procedures.
6. Adheres to all state and federal laws, rules, and regulations.
7. Serves as a liaison between school staff and administration, administration and parents.
8. Schedules the use of school facilities adhering to school district policy and procedures.
9. Answers phones, directs calls, and/or takes messages.
10. Communicates with classrooms regarding messages for students.
11. Keeps track of and maintains visitor and staff sign in and sign out records.
12. Makes appointments for school administration as needed.
13. Composes, types, proofreads, copies, distributes, and files correspondence as requested.
14. Develops, updates, and copies school forms and other such information as needed.
15. Gathers information and develops school newsletters.
16. Maintains and distributes the emergency contact phone tree and regular school hour phone list.
17. Works with administration to maintain and edit student handbooks, including tracking written receipt from students and parents.
18. Works with administration to maintain and edit staff handbooks, including tracking written receipt from staff.
19. Assists with the distribution of student and parent informational materials as needed.
20. Assists with the distribution of school staff informational materials as needed.
21. Assists with student field trips as needed.
22. Assists with school publicity as needed.
23. Assists with the development and posting of class lists and/or bus lists as needed.
24. Collects and reports student data as requested.
25. Supervises students sent to the office for release to parent, administrative attention, etc.
26. Organizes the school office area for efficiency, safety, and appearance.
27. Coordinates the student awards programs including requesting a list of award candidates from teachers, ordering awards and certificates, preparing the awards and certificates, preparing the awards ceremony, and promoting the awards ceremony.

28. Coordinates school photography program.
29. Works with school volunteers.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**WORKING ENVIRONMENT:** Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

1. While performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is regularly required to see, talk and hear. The employee is regularly required to use hands to manipulate, handle, or feel. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch.
2. Employee is occasionally required to drive.
3. Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
4. Tasks may involve extended periods of time at a keyboard or work station.
5. Some tasks require visual perception and discrimination. Tasks require visual perception and discrimination. Vision abilities include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.
6. Some tasks require oral communications ability.
7. Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.
8. Noise level is that of a typical school or office setting.

**TERMS OF EMPLOYMENT:**

1. Work year is (school year, extended school year, or full calendar year school year) with 245 working days, 8 hours per day
2. Hourly wage with overtime subject to compensatory time per school district policy
3. Clear criminal background check
4. Verification of health to perform job
5. Valid driver's license
6. Support staff contract with salary and benefits defined by school district policy

The Epping School District is an Equal Opportunity Employer. Position is subject to Epping School District policy, rules, and regulations.