

EPPING SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: HIGH SCHOOL ADMINISTRATIVE ASSISTANT FOR GUIDANCE AND FINANCE

GENERAL DESCRIPTION: The purpose of the position is to provide student records management and administrative assistance to the high school guidance office and school administration. This position is primarily responsible for the management of student academic and cumulative records. This position also provides administrative support such as assisting guidance staff with guidance office reception, answering phones, communicating with classroom teachers, taking messages and coordinating general school guidance operations as assigned. This position also provides financial and administrative assistance including but, not limited to budget, purchasing, payroll, financial records, and other such functions as assigned.

QUALIFICATIONS: High School Diploma or GED; supplemented by a minimum of 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. Experiences in a high school guidance office and with school finances are preferred.

KNOWLEDGE:

1. Requires knowledge of general school office or a professional office environment.
2. Requires knowledge of i4See NHDOE reporting procedures and Powerschool@.
3. Requires knowledge of technology in the areas of office software, electronic communication, database systems, word processing, spreadsheets, and office equipment operation; i.e., phones, fax, and copier.
4. Requires knowledge of accounting and purchasing procedures and software.

SKILLS:

1. Requires strong service-related people skills and problem solving skills as this position is generally the first contact and has significant responsibility in representing the school.
2. Requires strong verbal and written communication skills due to interaction with the general public, school personnel, state agencies, and other agencies on a regular basis.
3. Requires strong, positive interpersonal relationship skills between students, staff, parents, and community members.
4. Requires strong organizational skills to balance demands of a multi-tasking position.
5. Requires strong technology skills in the areas of office software, electronic communication, database systems, word processing, spreadsheets, and office equipment operation; i.e., phones, fax, and copier.
6. Requires strong financial skills and attention to detail for financial recordkeeping and school finance operations.

ABILITIES:

1. Requires extraordinary attention to detail and follow through to meet deadlines and commitments affecting the status and future of school students.
2. Requires conscientious attention to detail and commitment to accuracy for school reporting has a direct impact on district funding and operations.
3. Requires the ability to perform business mathematics for school financial responsibilities.
4. Requires significant confidentiality responsibilities due to parent, student, and staff issues.

5. Requires adhering to district and school policy, rules, and regulations.
6. Requires adhering to all state and federal laws, rules, and regulations.
7. Must demonstrate punctuality, good attendance, and strong work ethics in all areas.
8. Requires accuracy in maintaining student attendance records and discipline records.

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 GUIDANCE SERVICES:

1. Print, maintain, and distribute transcripts as requested.
2. Update student transcripts for summer school attendance, date of graduation and other such pertinent information.
3. Provide copies of transcripts to former students and colleges/universities as needed.
4. Update and assist with the distribution of Program of Studies and associated forms.
5. Track, report and communicate completed course selection forms.
6. Assist with the school's Master Schedule.
7. Provide parents and students with course schedule.
8. Provide school staff with course schedule and class lists.
9. Record and assist with changes in schedule for students and staff.
10. Assist with letters of recommendation for post-secondary applications.
11. Maintain post-secondary catalogs and other materials.
12. Compose, copy and distribute post-secondary information including, but not limited to, financial aid, college information, etc.
13. Assist with post-secondary fairs and in-school recruitment.
14. Track all student acceptances for post-secondary placements including, but not limited to colleges, military, internships, etc.
15. Assist with scholarship applications.
16. Arrange for Guidance field trips including permission, transportation, etc.
17. Keep track of Guidance supplies, forms and file a requisition as needed.
18. Compose, copy and distribute all information from Guidance Office.
19. Greet all visitors to Guidance Office.
20. Supervise students as they wait for access to Guidance Counselors.
21. Assist Main Office of school as requested.
22. Oversee documentation and reporting of student Drop-Outs, including notifying the District Office.
23. Maintain a list of student locker assignments and associated information.
24. Assist Athletic Director/Activities Director with student eligibility per School District Policy.
25. Request student emergency contact information and other pertinent student information at the beginning of the school year and as needed throughout the school year.
26. Receive student emergency contact information and reports to the administration information not received.
27. Enter student emergency contact information and other pertinent student information in the student database.

28. Register new students in the district database and provides new parents with information and all forms for school attendance.
29. Register new students in the state reporting system (i4see).
30. Oversee 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.
31. Communicate changes in student status to school administration and school nurse.
32. Report transfer students in the state reporting system (i4see).
33. Provide school nurse with all incoming health related information.
34. Gather student data and submits state reports in an accurate and timely manner.
35. Resolve discrepancies in the reported student data to state.
36. Maintain accurate student records, moving students from active to inactive status as needed and 'weeding out' old records per School District Policy.
37. File and record all students standardized testing in student database.
38. Keep track of special student information such as custody and restraining orders and other court requests, and notify administration of issues immediately.
39. Print, maintain, and distribute progress reports.
40. Oversee student database system for grades, progress reports and transcripts.

FINANCIAL SERVICES:

1. Send budget notices and reminders to department heads regarding school budget timeline and responsibilities.
2. Assist with the development of the annual school budget and preparation of school budgets by department, grade, and/or classroom.
3. Distribute approved budget information and forms to department heads.
4. Distribute purchasing information and forms including any bulk purchasing to department heads.
5. Collect requisition orders from school staff and verify orders against school budget.
6. Enter purchase orders into financial software for all purchases.
7. Maintain open and closed purchase order files.
8. Distribute received orders to department heads and receive information regarding status of the order as to completion and satisfaction.
9. Follow up on back orders by contacting vendor and updating department heads.
10. Process all purchase orders with matching invoices for payment with district office.
11. Keep record of all partial filled purchase orders and process when needed.
12. Maintain an inventory of all general office supplies.
13. Maintain and manage the student activity accounts including making deposits and disbursements, keeping records, preparing monthly and yearly summaries, and assisting with annual audit process.

ADMINISTRATIVE SUPPORT:

1. Makes appointments for school guidance staff and maintains guidance calendar.
2. Issues Working Papers to student per state guidelines.
3. Assists with all senior activities to include Senior Dinner, Awards Night and Graduation.
4. Supervises students serving in a school approved capacity, including office training.
5. Demonstrates positive interpersonal relationships with students, staff, parents and community members.
6. Maintains confidentiality.
7. Demonstrates punctuality, good attendance and work ethic for all duties.
8. Responds to requests in a timely manner.
9. Prepares student Honor Roll lists and distributes information to newspapers.

10. Maintains/updates the school website with regard to guidance by gathering and preparing information, updating the event calendar, adding events and announcements and updating the school documents section.
11. Assists school administration with preparing a list of students who have lost books or other such items and notifying parents as to consequences.
12. Adheres to School Board policies and administrative procedures.
13. Adheres to all state and federal laws, rules and regulations.
14. Serves as a liaison between school staff and administration, administration and parents.
15. Sorts and distributes the daily mail.
16. Answers phones, directs call and/or takes messages.
17. Communicates with classrooms per intercom system for paging students, making oral announcements and other such assigned responsibilities.
18. Composes, types, proof-reads, copies, distributes and files correspondence as requested.
19. Develops, updates and copies school forms and other such information as needed.
20. Works with administration to maintain and edit student handbooks.
21. Assists with first day material including preparing, assembling and distributing material.
22. Assists with the distribution of school staff informational materials as needed.
23. Assists with the distribution of student and parent informational materials as needed.
24. Assists with student field trips as needed.
25. Assists with school publicity as needed.
26. Assists with the development and posting of class lists and/or bus lists as needed.
27. Collects and reports student data as requested.
28. Organizes the Guidance Office area for efficiency, safety and appearance.

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 extended school year, with 245 working days for 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.