

EPPING SCHOOL DISTRICT  
JOB DESCRIPTION

**TITLE:** HIGH SCHOOL STUDENT RECORDS AND ADMINISTRATIVE ASSISTANT

**GENERAL DESCRIPTION:** The High School Student Records and Administrative Assistant is responsible for working directly in an administrative support role to the Principal and Dean of Students of Epping High School as needed.

**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:**

1. Requires knowledge of general school office or a professional office environment.
2. Requires knowledge of 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.

**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, state reporting, and office equipment operation; i.e., phones, fax, and copier.

**ABILITIES:**

1. Requires extraordinary attention to detail and follow through to meet deadlines and commitments.
2. Requires conscientious attention to detail and commitment to accuracy in all areas.
3. Requires significant confidentiality responsibilities due to parent, student, and staff issues.
4. Requires adhering to district and school policy, rules, and regulations.
5. Requires adhering to all state and federal laws, rules, and regulations.
6. Must demonstrate punctuality, good attendance, and strong work ethics in all areas.
7. 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

PERFORMANCE RESPONSIBILITIES:

STUDENT ATTENDANCE:

1. Perform data collection/generate reports; i.e., pulling reports/data on students.
2. Maintain daily student attendance and records information in student database.
3. Track and follow up daily with teachers regarding student attendance.
4. Maintain accurate attendance files.
5. Track student absences and reports excessive absences to the administration.
6. Track student tardies and reports excessive tardies to the Dean of Students, including tardy referrals.
7. Assist Dean of Students in follow up with truancy issues.
8. Keep track of and maintains sign in and sign out forms.
9. Verify identification of parents/guardians wishing to dismiss student(s) against information in PowerSchool.
10. Keep track of special student information such as custody and restraining orders and other court requests, and notifies administration of issues immediately.
11. Call parents of absent students to ascertain attendance information.
12. Send letters to parents of students in jeopardy of losing credits due to the 5-day attendance policy.
13. Track student privileges and reports violations to the Dean of Students.
14. Notify Dean of Students of the need for attendance appeals.
15. Organize the appeal process in conjunction with the Dean of Students.

STUDENT DISCIPLINE/BEHAVIOR:

1. Maintain daily student behavior documentation and records information in student behavior database.
2. Assist Dean of Students with processing office referral forms, including entering office referral data into the database, returning forms to teachers, and mailing forms to parents.
3. Maintain accurate student discipline files.
4. Maintain discipline sign in forms.
5. Supervise students sent to the office for release to parent, administrative attention, etc.

SUMMER SCHOOL:

1. Assist summer school coordinator with the organization and operation of summer school.
2. Update all forms needed for the school year/teacher packages/student packages.

OTHER:

1. Answer phone and direct calls.
2. Respond to inquiries in a timely manner.
3. Make appointments.
4. Type, copy, distribute, and file correspondence.
5. Update school forms.
6. Maintain and distribute the emergency phone tree and phone/extension and department lists.
7. Work with Dean of Students to maintain and edit student handbook.
8. Assist with the preparation and distribution of the monthly newsletter.
9. Assist with the preparation and distribution of progress reports and report cards.

10. Order supplies, monitor use, and arrange service for office equipment including but, not limited to postage and photocopier.
11. Perform any other duties/assignments as requested by the Principal and Dean of Students.

**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.