



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Administrative Assistant – Guidance Office	Department: High School	
Immediate Supervisor’s Position Title: High School Principal	FLSA Status: Non-Exempt 11	Classification Level: Administrative Assistant II/Grade 11
<p>Job Summary:</p> <p>Under the direction of the High School Principal, the Administrative Assistant-Guidance is responsible for providing clerical and administrative office support for the Guidance Office and its staff to include such representative duties as maintaining student records, testing results and grades; processing transcript requests; scheduling appointments for counselors and college representatives; maintaining student schedules and class lists; and providing general office clerical and secretarial support.</p> <p>Essential duties outlined below are intended as “representative” or “illustrative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.</p>		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs general office and clerical support responsibilities within the department, as needed. Examples of general office duties performed may include:
 - a) Performs word processing and typing of routine correspondence, agendas, letters, forms, or materials provided by staff in draft form. Creates slides for ACT, SAAD, meetings, college visits, etc.
 - b) Files forms, correspondence, lesson plans, letters, and/or documents in accordance with established office routines.
 - c) Copies and duplicates materials requested.
 - d) Answering building/department phone(s)/lines and routing calls to the appropriate department(s)/person(s) after determining the nature of the call.
 - e) Screens visitors/students/public coming into the office providing assistance with routine questions or directing visitors to appropriate parties. Answers routine questions of students, parents, staff or others, as able.
 - f) Collects money and makes deposits for testing, trips and/or miscellaneous events.
 - g) Maintains career center records, files and information.
- Provides administrative support and assistance to counseling staff to include:
 - a) Maintains student scheduling data, class schedules and class lists.
 - b) Assists in sending out letters to new ninth grade students regarding testing out of mathematics and Spanish.



- c) Archives senior transcripts for permanent records.
 - d) Sends out letters to all students regarding class schedules.
 - e) Provides support and assists in registration activities.
 - f) Hands out hall passes to students for counselor meetings/appointments.
 - g) Updates changes in addresses, phone numbers and email addresses.
 - h) Posts scholarship information.
 - i) Updates and maintains guidance office website.
- Updates and maintains student records, management and information within the department to include:
 - a) Updates and maintains enrollment data, guidance records and student files.
 - b) Requests and transfers student transcripts, test scores, health records and cum folder information for all incoming and outgoing students.
 - c) Communicates with faculty and staff regarding all new and/or dropped students resulting from scheduling changes.
 - d) Enters credits for all new students and credits earned from outside programs.
 - e) Transfers student files from one year to the next in accordance with department procedures.
 - f) Implements and assists in the coordination of activities associated with the generation of honor lists, grade reporting, report card generation, determining GPA and ranks, identifying and monitoring midterm deficiencies, etc.
 - Performs other duties of a comparable level or type, as required.
 - a) Attends training sessions, district in-services or staff meetings.
 - b) Assists in special projects, as appropriate.
 - Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:	
Minimum Educational and Experience:	
Requires a minimum of one year additional schooling or specialized training beyond high school and at least 3 years of directly related administrative support, clerical and secretarial experience or an equivalent combination of education and experience sufficient to perform the essential duties of the job.	
LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: None
ESSENTIAL KNOWLEDGE AND SKILLS REQUIRED TO PERFORM THE WORK	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Privacy requirements surrounding student educational records via the Minnesota Government Data Practices Act (MGDPA) and Family Education Rights and Privacy Act (FERPA). • General office procedures and practices. • Office etiquette and customer service procedures and routines. • Enrollment processes and procedures; graduation requirements, testing procedures,



- Knowledge of general record keeping maintenance routines pertaining to student academic records, transcripts and student information.
- Fundamentals of computer operation and use.
- Familiarity with general office productivity software (i.e. word processing, spreadsheet, internet browsers, email programs, etc.)
- District and high school policies and procedures.
- General office equipment, e.g., copiers, facsimiles and phones.
- Student accounting, informational systems and specialized programs used in recording and maintaining student information and records.

Skilled in:

- Applying and using word processing applications, spreadsheet applications, presentational applications and/or database applications (e.g. Excel, Word, Parchment, Infinite Campus, Naviance, etc.).
- Maintaining strict confidentiality in handling student educational data and information.
- Applying department and/or building specific procedures, policies, operational routines pertaining to assigned areas of responsibility.
- Organizing, planning and making arrangements meetings, events or appointments for counselors and office staff.
- Implementing and maintaining student academic records, transcripts, files, or lists.
- Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette, judgment and discretion in provide and dealing with the staff, public and district personnel.
- Prioritizing job assignments and performing work assignments requiring attention to detail, precision and accuracy.
- Assisting counselors in handling student enrollment, student class registrations, transfer files, or other student records.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Amount of Time Spent					Amount of Time Spent				
<u>Physical Activities</u>	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs				X
Walk		X			Up to 25 lbs		X		
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms				X	Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.



HAZARDOUS WORKING

CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted*

Unusual or hazardous working conditions related to performance of duties:

Duties are performed in a typical school/building/office setting where there are minimal environmental hazards and risks associated with performing the requirements of the job.

