**Administrative Assistant of College & Career Readiness**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Director of College & Career Readiness

**Dept/Campus:** Campus Assigned **Paygrade:** PP-5

**Wage/Hour Status:** non-exempt **Date Revised:** May 2014

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

Facilitate the efficient operation of the school/department administrative office and provide clerical services for the administrative staff. Provide assistance with operations of the college and career readiness department.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma or GED

Two years of college education preferred

**Special Knowledge/Skills:**

Excellent organizational, communication, and interpersonal skills

Ability to instruct students and parents of academic requirements

Proficient skills in typing, word processing and file maintenance

Ability to use Microsoft office including PowerPoint and excel spreadsheets

Ability to maintain accuracy in great detail

**Experience:**

Preferred experience working with students, data entry, or working in a fast paced public environment

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Assist teachers, parents, and students and direct them to appropriate district personnel.
2. Maintain accurate administrative records and prepare required reports within the campus/department.
3. Responsible for accurate input of data, maintenance of data and reporting of all PEIMS data for campus/department if required.
4. Attend professional growth activities, training, and other administrative functions.
5. Type all written correspondence; receive and properly route incoming calls and mail to appropriate personnel.
6. Accurately maintain and update files, manuals, handbooks, and logs as assigned.
7. Assist in ordering, storing, and distributing supplies and equipment and the management of fixed assets of the campus/department.
8. Assist in the preparation and documentation of ceremonies, parent workshops, college visits, college night, etc.
9. Schedule meetings and appointments and maintain calendar of events for assigned administrator or supervisor.
10. Maintain an accurate knowledge base and comply with state, district, and school policies and regulations concerning primary job functions.
11. Effectively communicate with parents, school personnel, and the community to bring together resources to ensure the success of students.
12. Responsible for using an effective referral process to assist students to use special programs and services.
13. Assist with reviewing and researching scholarship opportunities for students at local universities as well as their university/program of choice.
14. Assist with the organizing of college trips.
15. Assist with reports and documentation of the REACH Program and Banquet.
16. Organize student college recommendations in a timely manner.
17. Provide students direct assistance with various college requirements, college applications, and scholarship information.
18. Assist with the planning and organization of College Night.
19. Provide direction to students in collaboration with the Program Coordinator, Guidance Counselors and Academic Advisors.
20. Maintain a communication system that effectively collects and disseminates information about requirements and activities to students, parents, and others as needed.
21. Assist in working with other secondary alternative programs/schools to ensure post-secondary education for those students.
22. Assist in organizing and providing students with, effective resources for college and career planning.
23. Document that all 12th grade students have filled out a FAFSA form.
24. Verify paperwork required of all scholarships.
25. Respond to inquiries regarding current and past students to include other school districts, athletic recruiters, Armed Forces recruiters, parents, etc.
26. Compile, maintain, and file all required physical and computerized reports, records, and other documents.
27. Comply with policies established by federal and state law, and board policy.
28. Comply with all district and campus routines and regulations.
29. Maintain a positive and effective relationship with supervisors, co-workers, students, and community.
30. Communicate effectively with colleagues, students, and parents.
31. Model behavior that is professional, ethical, and responsible.
32. Participate in professional development to improve skills related to job assignment.
33. Assist students with individualized education plans with incoming ninth grade students via KUDER and Kids at Hope.
34. Communicate verbally and in writing with parents, students, community, colleges, universities, and military representatives regarding recruiting, admissions, financial aid, and community reinvestments matters.
35. Assist with organizing PSAT Boot Camps, ACT strategy sessions, and individualized test prep for students.
36. Assist in supervising SAT and ACT test administration as needed.
37. Collaborate with the Director of College and Career Readiness and Assistant Principal for Student Services in planning, organizing, and creating spreadsheets for documentation of student needs.
38. Assist in the organization and collecting of payments for DC registration and AP testing fees.
39. Organize and File all documents related to College and Career Readiness

**EQUIPMENT USED:**

Computer, printer, calculator, fax machine, copier, multi-line telephone system, and other modern office equipment.

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written); maintain emotional control under stress; manage others in a non-coercive manner; maintain a clear focus on customer service;

**Physical Demands:**

Frequent standing, stooping, bending, pulling and pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment.

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the room and/or facility. Duties also require repetitive hand motions; prolonged use of computer; moderate standing, stooping, bending, lifting/transport of up to 50lbs and the ability to work with frequent interruptions.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date