

RIPON AREA SCHOOL DISTRICT Job Description

Department: Administrative Assistant

Job Title: Administrative Assistant to Student Service Team

Education Level: Minimum of high school diploma

Reports to: Student Services Director

Job Goal: Provides the student services team with clerical assistance necessary to manage and operate the instructions and business functions of the school.

Essential Job Functions/Responsibilities:

1. Use a variety of technology to generate letters, student records, reports, charts, memos and monthly statements.
2. Prepare and maintain an inventory of records in a central storage area and ensure that all record management procedures of the building meet all legal requirements.
3. Maintain inventories, replenish stockroom supplies, and checks in all materials ordered on the budget for all staff members.
4. Maintain a regular filing system, as well as a set of locked confidential files and processes incoming correspondence as instructed.
5. Receive and deliver inter-office communications, prepares parcels for mailing and receives and distributes mail and materials.
6. Maintain a daily staff attendance log and the concomitant records for substitute teachers. Ensure that input data and files are entered as required in order to maintain staff and student records.
7. Use current school-management software to generate attendance reports and summaries; assist in monitoring accurate budget accounts (access to view, but not change); edit student records for 100% accuracy in family and emergency tabs; edit and transport student records in a timely manner; input student fee records and generate other related reports.
8. Operate multi-positioned telephone to relay incoming, outgoing and interoffice calls and answer questions of callers according to school policy.
9. Operate numerous facets of phone messenger including, but not limited to attendance and lunch accounts as well as weekly calls.
10. Assist at the counter, welcomes visitors and arranges for their comfort and screens unexpected callers in accordance with a predetermined policy.
11. Possess a professional, polite and friendly demeanor whether on the telephone, using email, or interacting face-to-face.
12. Use proper and appropriate grammar in various modes of communication.
13. Proficient with technology; able to utilize computer software to create accurate, attractive and age-appropriate newsletters from the building.
14. Update the school web page.

15. Receive, route and issue timely announcements of upcoming events, deadline permits for community use of school facilities and work orders for the building.
16. Maintain confidentiality of all information concerning students, staff or parent/guardian in any public setting and choose the appropriate time, place and supervisor to discuss problems.
17. Punctual with arrival, breaks and departure.
18. Perform those duties and tasks as may be appropriate for the smooth and efficient operation of the school as directed by the building principal.

Other:

1. Communicate a warm, caring and respectful atmosphere to visitors, staff and community members that focus on quality customer service.
2. Perform other duties as assigned.
3. Serve as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
4. Remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.

Specific Responsibilities:

ACP- Academic Planning Conferences(Juniors)

- Schedule these appointments for Sam and Holly
- Create and send letter to parents/ mailing
- Follow up with any appointment changes or accommodations needed.
- Update any materials used from the previous year.

AP - College Board

- Work with teachers and students to get courses set up for the current school year and students registered.
- Collect money from students for the AP Tests
- Send out communication to teachers, parents and students about AP deadlines, updates and testing windows etc.
- Set up accommodations for students through the SSD Online portal.
- Proctor AP tests - organize who will be doing this and prepare the testing materials
- Attend Webinars regularly for updating on AP testing and course changes and procedures.

College and Military Visits

- Organize and schedule College and Military Visits
- Communicate and promote college events in regards to visit days, free application events, scholarship opportunities, etc.
- Wisconsin Education Fair -Junior Field Trip
- Alliance Field Trip - Sophomores

ECCP and SCN Programs

- Organize and promote the programs
- Send in paperwork to the appropriate colleges and universities
- Monitor student grades and transcripts
- Manage students books/Fees and update report for Sue

Grading/Semester Requirements (RHS and Crossroads)

- Run the Honor Roll Reports each semester
- Run various reports for Bill and Randy
- Grading window and posting grades
- Make sure transcripts are accurate
- Enter in all completed courses for Crossroads
- Enter Civics test -graduation requirement information
- Run report cards and mailing

(New)Homelessness Liaison

- Communicate with building counselors as to what students qualify as homeless.
- Fill out necessary DPI paperwork and enter information for reporting in IC.
- At the High School follow up with services given.

HSAP/HSED - Moraine Park Technical College Program

- Communicate with our program coordinator
- Attendance and diploma completion

Miscellaneous Administrative Tasks

- Social Security/Child Support and Insurance Letters
- Graduation Verifications
- ATOD Survey -assisting with the data collection
- Any IC data entry related to student courses/schedule

New student Enrollment/Students leaving RHS

- Records Requests
- Transcript reconciliation
- Organizing student cumulative files and records
- Lockers, and Advisory, and IC data entry

Parchment

- Send out transcripts to organizations, colleges and universities
- Communicate with students and parents in regards to final transcripts for Seniors
- Attend Webinars for updates and changes.

Scheduling

- Assist Holly and Sam with any scheduling needs
- Update and enter any new courses for WVS, TA, Independent study
- Set up school calendar each year and the course information in IC for RHS and Crossroads
- Run various reports throughout the process
- Create Teacher Assignment Grid

Scholarships

- Organize the Ripon Local Scholarship program
- Contact all organizations giving scholarships
- Prepare and give scholarship presentation
- Meet with Cheryl Fowler - Oshkosh Community Foundation - Fox River Scholarship Center to set up scholarships for the current year.
- Available to students to help with scholarship applications, transcripts, ACT Reports, Letters of Recommendation etc.

- Promote any independent scholarships that come through the office
 - Submit the independent scholarships to Cheryl Fowler to put up on Fox River Center Scholarship website.
 - Plan and run the RHS Scholarship Committee meeting
 - Track scholarships that come in for the Senior Recognition Night
 - Organize the Senior Recognition Night
- (New) State Reporting - DPI
- CTE- Perkins and dual enrollment courses - data entry
 - Graduation Tab - data entry
 - Resolve weekly IC - DPI reporting errors
 - Attend webinars on changes and updates on reporting
 - WiseDash Yearly Report Card for Graduates
- (New) Summer School
- Responsible for all aspects of the summer school program
 - Setting up IC for the program and the summer school calendar
 - Attendance, grades, transcripts
 - Communicating with teachers regarding students and deadlines
- (New) Wisconsin Virtual School
- Enter courses and students in IC.
 - Manage grades and posting of grades
- Youth Apprenticeship Program
- Work directly with our CESA 6 Youth Apprenticeship Coordinator
 - Attend yearly Youth Apprenticeship Night
 - Track student grades, and related course study for the program
 - Organize the monthly meetings for students with Youth Apprenticeship Coordinator
 - Assist YA Coordinator with local Ripon Business contacts and connections for YA positions.

Equipment Used:

Computers
 Copy Machine
 Printer/Fax Machine/Scanner
 Telephone/Voicemail
 Paper Cutter
 Calculator

PHYSICAL DEMAND ADDENDUM

Administrative Assistant

PHYSICAL DEMANDS

Walking.....	Frequently
Sitting/Standing.....	Frequently
Climbing.....	Occasionally
Crawling/Kneeling.....	Occasionally
Bending/Stooping/Crouching.....	Frequently
Twisting/Turning movement	Frequently
Reaching.....	Occasionally at/above shoulder height
Pulling/Pushing.....	Occasionally 10 pounds or more
Lifting.....	Occasionally 10 pounds or more
Carrying.....	Occasionally 10 pounds or more

Communication with students, staff, and the community; hearing must be within the range of normal human conversation. Verbal communication skills for interacting with students, families, staff, and the general public. Visual acuity to prepare and read reports. Have visual acuity and stamina to work at a computer monitor throughout the work day. Computer input and filing; manual dexterity for operating standard office equipment. Digital finger strength necessary to type on heavy setting. Lower body strength to stand and walk throughout the work day without fatigue or discomfort. Ability to climb ladder to reach heights that are ceiling high and use standard file cabinet in order to maintain records.

Work Environment: Subject to constant interruptions. Occasional exposure to loud noises. Ability to work in air-conditioned environment. Fast-paced environment. High level of activity. May be exposed to infectious disease.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of difficulty.

I have read and understand this physical demand addendum and can fulfill the essential functions as listed.

Signature

Date