

## **RANGELEY LAKES REGIONAL SCHOOL**

**TITLE:** Administrative Assistant to the Superintendent, School Counselors and Athletic Department

**REPORTS TO:** Superintendent and other Administrators

### **DUTIES AND RESPONSIBILITIES PROVIDED TO THE CENTRAL OFFICE/SUPERINTENDENT**

- Provides secretarial support to the Superintendent staff as needed
- Maintain the confidential student data base for the School Nutrition Program
- Facilitates confidential new student enrollments and student exits
- Process/track home school students
- Process/track superintendent agreements
- Coordinates and submits student work permits to the DOE
- Enter confidential student behavior incidents and restraint/seclusion incidents in Power School.
- Maintains accurate enrollment figures
- Prepares Student/Parent Handbook and Code of Conduct, Employee Handbook and Program of Studies under the direct of the Principal/Superintendent
- Maintains all confidential student cumulative files
- Maintains all district wide policies

### **DUTIES AND RESPONSIBILITIES PROVIDED TO THE FOR SCHOOL COUNSELING OFFICE**

- Supports school counselors with a variety of projects from start to finish
- Assists counselors with senior scholarship process and applications
- Assists counselors in verifying graduation requirements
- Prepare and compose internal and external correspondence and appropriate follow up
- Request, review, organize and maintain records and consent forms while exercising the utmost confidentiality in handling.
- Communicate with various internal departments to coordinate projects and/or activities and work closely with external parties in administrative matters
- Anticipate and execute on various duties as required to effectively support the team
- Schedules meetings, appointments and co-ordinates office operations for School Counseling Office
- Perform other duties as assigned.

### **DUTIES AND RESPONSIBILITIES PROVIDED TO THE DIRECTOR OF TRANSPORTATION AND THE ATHLETIC DEPARTMENT**

- Creates and maintains student bus schedule/route in conjunction with Transportation Director.
- Prepares Interscholastic Handbook under the direction of the Athletic Director.
- Prepares athletic programs for sporting events for the Athletic Director
- Responsible for coordinating admission money and concessions money for the Athletic Director
- Helps co-ordinate concession schedule and maintains such schedule

**QUALIFICATION REQUIREMENTS;**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High school graduate; business school graduate or comparable office experience preferred; excellent computer skills; ability to get along with people; neat in appearance; able to maintain composure at all times; a minimum of three years' experience in an office setting

**LANGUAGE SKILLS:**

Ability read, analyze and interpret general business periodicals, professional journals, technical procedures and governmental regulations. Ability to write reports, business correspondence and procedure manual. Ability to effectively present information and respond to questions from groups of administrators, staff and the general public.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

Ability to apply common sense understanding in order to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in a standardized situation.

**OTHER SKILLS and ABILITIES:**

- Demonstrated ability to operate a personal computer and related software.
- Ability to develop effective working relationships with students, staff and the school community.
- Ability to get along with people.
- Patience in dealing with parents and students.
- Neat appearance.
- Able to maintain composure at all times.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to perform duties with awareness of all district requirements and board of education policies.

**PHYSICAL DEMANDS:**

- 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 may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, talk, hear, walk and often sit. Occasionally, to employee will bend or twist at the neck more than the average person.
- The employee must occasionally lift and/or move up to 50 pounds.
- The position also calls for the person to spend considerable time at the keyboard.
- Specific vision abilities required by this job include close vision such as to read handwritten or typed material and the ability to adjust focus.
- The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK YEAR:** Year-round; 8 hours/day during the school year; Days/hours TBD by Principal for summer vacation.

**EVALUATION:** Performance of this job will be evaluated by Administration.

Approved: November 7, 2022

Updated: 10.6.2022