

WAUNAKEE COMMUNITY SCHOOL DISTRICT
4K ADMINISTRATIVE ASSISTANT
Job Description

QUALIFICATIONS:

1. High school diploma (additional related training desirable but not required).
2. Knowledge of software applications currently used in the District, such as e-mail, word processing, spreadsheets, and database management.
3. Ability to operate office equipment such as computer, copier, and fax machine.
4. Proficiency in oral and written communication skills and organizational skills with attention to detail.
5. Ability to assume responsibility, display initiative, and exercise good judgment

REPORTS TO: Assistant Director of Instruction

GENERAL RESPONSIBILITIES:

Performs clerical responsibilities necessary to accomplish objectives for the 4K program as established by the Assistant Director of Instruction. Adapts to the variety of responsibilities. Presents a positive image in contacts with parents, community members, site directors and staff. Displays positive public relations skills.

ESSENTIAL FUNCTIONS:

1. Prepare correspondence and publicity relating to the 4K program including brochures, newsletters, website updates and parent letters.
2. Assist in preparing and mailing information (via U.S. Mail and/or e-mail) to families regarding enrollment, site assignments, registration, scheduling and transportation.
3. Assist Assistant Director of Instruction with major projects such as student enrollment, transportation arrangements, staff development sessions and family outreach activities.
4. Coordinate and assist in the preparation of agendas and/or necessary materials for 4K Program meetings, Collaborative Council meetings, staff development sessions, and family outreach activities.
5. Work with community sites to maintain accurate records pertaining to attendance and student progress. Ensure accurate data entry of student information.
6. Respond to routine inquiries from staff, community sites, and public. Answer phone and route incoming calls appropriately.
7. Maintain confidentiality and loyalty to employer.

OTHER FUNCTIONS:

1. Perform other responsibilities as assigned by the Assistant Director of Instruction.
2. Promote a positive image of the District at all times.

Adopted: January 2011

Waunakee Community School District