



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

Job Description

Position Title: Administrative Assistant for Data and Scheduling

Employee Group: Administrative Assistant

Classification: AA-L3, 11 month

FLSA: Non exempt

Supervisory Responsibilities: None

Reports to: High School Counselors and Principal

Qualifications:

1. High school diploma or equivalent
2. Ability to communicate effectively and provide excellent customer service
3. Working knowledge of student information systems
4. Advanced computer skills and ability to operate office equipment
5. Ability to assume responsibility, display initiative, think critically and exercise good judgment.

Preferred experience:

Job related experience in a school office

Knowledge of software currently used in the district

Additional training or education related to master scheduling, transcripts, post-secondary application process

General Responsibilities:

Coordinates the collection, processing, and reporting of accurate district data to meet local, state, and federal requirements. Perform duties resulting in accurate master schedules, student transcripts, communications to post-secondary institutions, student data and related records. Support building users in counseling-related platforms.

Essential Functions: *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

1. Coordinate and optimize master schedule development.
2. Message students and parent(s) /guardians within counseling-related platforms.
3. Maintain accurate transcript processes (e.g. compilation of grades, student G.P.A., grade entry, etc.) for providing historical documentation while meeting regulatory reporting requirements and safeguarding those records. Process student transcript requests.

4. Coordinate data entry for student processes (e.g. master schedule in software transcript maintenance, grade entry, etc.) for providing accurate information and ensuring the use of the student information system meets regulatory requirements.
5. Serve as a primary point of contact / support for staff regarding counseling-related technology.
6. Advise the principal on training needs for personnel using the student information system. Inform staff of system enhancements and updates.
7. Assist school contacts for the student information system and counseling-related technology in resolving problems, procuring outside help as needed and requested.
8. Administer routine system maintenance to maintain system functionality at each school site.
9. Participate in meetings (e.g. training sessions, staff meetings, etc) for learning and communicating student information system updates and processes.
10. Organize and maintain an efficient office.

Other Functions

- Follows district policies and promotes a positive image of the District at all times.
- Properly handles confidential matters relating to students, student records, and staff.
- Perform other responsibilities as assigned by the principal.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities

Written and verbal communication in English; write reports and business correspondence.

Read and interpret documents such as District reporting forms, procedure manuals, and governmental regulations.

Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to effectively present information and respond to questions from diverse groups of administrators, staff, and families.

Ability to apply common sense understanding to carry out instructions furnished in written, verbal, or digital form. Ability to define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables.

Problem solving is required to identify issues and create action plans. problem solving with data requires independent interpretation of guidelines.

Ability to maintain good relationships with others. Good human relations skills.

Knowledge of school reporting systems and state requirements.

Ability to use job-related equipment and software.
Adapt to changing work priorities with interruptions.

Physical Demands

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, and turning. Ability to sit for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close vision. Data entry and retrieval requires prolonged periods of standing or sitting and repetitive motion and mental processing are required.

Work Environment

This job is performed indoors in an office setting. The noise level in the work environment is low. Position usually demands meeting deadlines with time constraints and multiple, constant interruptions.

Adopted: 2014

Revised: January 2024