



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

Job Description

Position Title: Administrative Assistant to the Career and Technical Education Coordinator

Employee Group: Administrative Assistant

Classification: AA-L1

FLSA: Non exempt

Supervisory Responsibilities: None

Reports to: Career and Technical Education Coordinator

Qualifications:

1. High school diploma or equivalent (additional related training desirable but not required)
2. Advanced computer skills and ability to operate office equipment
3. Proficiency in oral and written communication skills and excellent customer service
4. Ability to assume responsibility, display initiative, think critically and exercise good judgment

Preferred experience:

Job related experience in schools

Knowledge of software currently used in the district - e.g. Infinite Campus, Google and Microsoft Suite, etc.

Additional training or education related to technology, student databases or accounting

Bilingual language skills

General Responsibilities:

Serves as the first point of contact for families, staff, and students working with Career and Technical Education in the Counseling Office and/or Youth Apprenticeship and provides a wide range of administrative and clerical support to ensure efficient daily operations of the department and school. The role requires exceptional interpersonal, organizational, and communication skills, as well as discretion and professionalism in handling confidential and sensitive information.

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. Serve as the office's primary office contact by greeting visitors, answering phones and messages, directing inquiries and providing accurate information regarding CTE and YA programming, functions or activities.
2. Organize and maintain a welcoming and efficient office that reflects positively on the district, including digital and paper workable filing systems with attention to accuracy and confidentiality.

3. Support the CTE coordinator with a variety of administrative tasks, including correspondence, data entry, filing, photocopying, scanning, and document preparation.
4. Schedule and coordinate meetings, appointments, and special events for the CTE Coordinator. This includes compiling meeting materials, scheduling rooms, recording and preparing minutes or records, and following up on future agenda and action items.
5. File reports with local, state and federal government agencies.
6. Assist students with the enrollment process for off-site coursework and related programming, including paperwork related to post-secondary coursework.
7. Work with staff across the middle school and high school to support the coordination of the CTE programming and learning partnerships.
8. Process purchase orders, credit card purchases, mileage and timesheets.
9. Track and manage the CTE related budget. Request, manage, and order CTE instructional materials for preview, pilots, and programming.
10. Gather student data for reporting on experiential learning, career pathway concentration, and other work-based learning credentials.
11. Verify student applications are complete for youth apprenticeship and other work based learning programs.
12. Utilize student Information Systems to complete and generate reports as requested.
13. Maintain student records for local and state CTE programs and other state or federal reports.

Other Functions

- Follows district policies and promotes a positive image of the District at all times.
- Properly handles confidential matters relating to students, staff, families and any other district-related issues.
- Perform other responsibilities as assigned by the CTE Coordinator or building 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.

Accurate data entry and numerical processing.

Read and interpret documents such as local, state or federal reporting forms, procedure manuals, financial documents and governmental regulations.

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

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

Ability to apply common sense understanding to carry out instructions furnished in written, verbal, digital, or diagram form.

Ability to define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables.

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

Ability to use job-related equipment.

Adapt to changing work priorities with interruptions.

Ability to work independently.

Physical Demands

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, twisting, turning, lifting, carrying, and reaching. Ability to lift, move and transport a variety of work related materials up to 10 pounds. 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

The work is performed primarily in an office setting located in the high school counseling office. The position involves frequent contact with the public and staff, resulting in consistent interruptions and a need for multitasking and flexibility. Despite the regular flow of visitors and phone calls, the overall noise level is generally low but can be disrupting at times. The employee must be able to maintain focus, professionalism, and accuracy in a setting that requires responsiveness and frequent shifting of attention. While most duties are completed at the school, the ability to travel to other district buildings and local organizations may be required; a valid WI driver's license is required.

Adopted: October 2025