



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

Job Description

Position Title: Summer School Administrative Assistant

Employee Group: Administrative Assistant

Classification: AA-L3

FLSA: Non exempt

Supervisory Responsibilities: None

Reports to: Summer School Coordinator

Qualifications:

1. High school diploma or equivalent (additional related training desirable but not required)
2. Ability to communicate effectively and provide excellent customer service
3. Working knowledge of student information systems and state reporting.
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:

Three to five years of job related experience in a school office

Knowledge of software currently used in the district - Skyward, Google and Microsoft Suite

General Responsibilities:

Coordinates the collection, processing, and reporting of accurate district summer school data to meet local, state, and federal requirements. Perform duties resulting in accurate enrollments, student data, and summer school staffing. Serves as a key point of contact for employees, applicants, and families. Ensures the smooth flow of information, maintains accurate records, and upholds a high level of professionalism and discretion.

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 collection, processing, and reporting of student enrollment data at the building and district level
2. Preparation, posting, and processing of employment applications, job openings, interviews, contracts, assignments and personnel changes in both internal and external sites.
3. Process local student data for state data systems. Generate DPI reports on time, working with individual schools to resolve reporting problems.
4. Serve as the primary point of contact for families regarding the parent/guardian portal.
5. Support onboarding and orientation activities for new employees.

6. Respond to employee and applicant inquiries in a professional and customer-service-oriented manner.
7. Create Board of Education summer school reports.
8. Prepare the summer school class catalog and staff handbooks.
9. Secure substitutes for summer school including pre-arranged absences and unanticipated absences.
10. Order supplies/ materials / equipment including any required bid purchases for the department. Monitor and process budgets and purchase orders.
11. Organize and maintain an efficient office including digital and paper workable filing systems with attention to accuracy and confidentiality.
12. Work closely with the coordinator to prioritize department functions and plan schedules to meet deadlines, recommending actions to improve operating procedures. Assist team members with the completion of major projects as they arise.
13. Review and approve electronic timesheets for summer school employees.
14. Maintain up to date web pages and forms for the department.
15. Answer telephone, take messages, create responses, prepare and properly handle mail/email, correspondence and other documentation in a timely fashion.
16. Serve as a liaison between the summer school office and other departments, ensuring timely and accurate communication involving student or personnel matters.

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, families, and staff.
- Perform other responsibilities as assigned by the Summer School Coordinator.

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 local, state or federal reporting forms, procedure manuals, financial documents 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.

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

Knowledge school reporting systems and state requirements.

Ability to use job-related equipment and software.

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, and turning. 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

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: Dec. 2009

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