

TITLE: Administrative Assistant to Guidance HHS

REPORTS TO: Principal

SUPERVISES: N/A

TERM: 10 months

JOB GOAL: Provide support to the guidance department through conducting and organizing administrative duties and activities including receiving and handling information and inputting information into the student information system.

QUALIFICATIONS AND TRAINING:

Minimum of High School Diploma or GED

Training or successful experience in computer skills desired.

Physically able to perform assigned duties

Acceptable criminal background check

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

PERFORMANCE RESPONSIBILITIES:

Job Description: Administrative assistant

Prepare and manage correspondence, reports and documents

Input information in the student information system

Type letters and documents, when needed

Maintain schedules and calendars

Arrange and confirm appointments

Handle incoming mail and other material

Set up and maintain filing systems

Work with student management system

Communicate well verbally and in writing

Operate office equipment

Demonstrates ethical behavior and confidentiality of information about students in school environment and community.

Performs other duties as assigned by the principal or his/her designee.

APPLICATION PROCEDURE:

Please send resume to Toni Eubanks: toni.eubanks@hcsk12.net

Position is available until filled.

We do not discriminate on the basis of race, religion, national origin, color, sex, age, veteran status, or disability. It is our intention that all qualified applications be given equal opportunity and that selection decisions are based on job-related factors.

NOTICE OF VACANCY

Application Deadline: UNTIL FILLED

