Administrative Support to Middle School Guidance Department

TITLE: Administrative Support to Middle School Guidance Department

QUALIFICATIONS:

Education/Certification:

I. Associate degree or equivalent work experience.

II. Hold a valid state of Maine Criminal History Record Check (CHRC) approval.Special Knowledge/Skills:

I. Knowledge, understanding, and demonstrated aptitude or competence in the performance responsibilities listed below.

II. Must possess strong organizational skills as well as the ability to handle multiple projects professionally.

III. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.

IV. Demonstrated computer skills.

V. Must be team oriented with excellent interpersonal and communication skills.

VI. Must be willing to participate in ongoing in-service training as requested.

VII. Must maintain a high level of ethical behavior and confidentiality of information as required by law.

Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Middle School Guidance Counselors and Middle School Principal

JOB GOALS:

To assist the Guidance Counselors and Principal with tasks necessary for the efficient operation of the school.

PERFORMANCE RESPONSIBILITIES:

I. Provides administrative secretarial support for Guidance Counselors.

II. Prepare guidance budget.

III. Maintains the student cumulative files.

IV. Registers new students.

V. Answers phones and requests for teachers, parents, students.

VI. Prepares and maintains schedules for staff/students.

VII. Orders guidance supplies.

VIII. Prepares and maintains progress reports and report cards.

IX. Assists teachers, staff, and administrators with PowerSchool/Powergrade questions.

X. Contact for technical PowerSchool support.

XI. Performs other duties as assigned by the Guidance Counselors and Principal.

EQUIPMENT USED:

Computer, printer, typewriter, calculator, telephone, copy machine, fax machine, and other pieces of general office equipment.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, problem solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifing (to 25 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

Environmental Conditions: inside, working around moving objects, working alone

TERMS OF EMPLOYMENT:

Salary and work year in accordance with negotiated collective bargaining agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Principal will perform the evaluation in consultation with the Principal.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: Draft January 17, 2007

Revision #1
Created 30 January 2024 14:49:51
Updated 7 May 2025 19:38:26