

Fairfield Public Schools

Title: Administrative Secretary III (Pupil & Counseling Services)

Job Purpose Statement: Provides secretarial and office administrative assistance of a confidential and responsible nature for the Director of Pupil Services & School Counseling; coordinates student testing and scholarship programs; organizes data for governmental reports, centralizes senior records at the end of the year; and completes registration of students initiated at central office.

Supervision Received: Receives general direction from Director and authorized school administrators as appropriate; independently performs duties, exercising judgment and tact in answering inquiries and determining matters requiring supervisor's attention.

Supervision Exercised: None

Essential Job Functions:

Organizes work flow and calendar to relieve Director of details. Screens telephone calls and correspondence requiring personal attention of Director and prepares replies, including confidential matters. Arranges meetings, schedules appointments for Director and acts as liaison with parents, students, faculty, central office staff and public.

Greets new students and families and provides general information. Receives school records, including academic and health information. Assigns homeroom and counselor, and completes registration procedures initiated at Central Office. Issues various school and student information bulletins as necessary.

Coordinates and combines records and data from House Offices. Assures information is recorded and processed in a timely manner. Processes and maintains list of new students and their assigned counselor. Balances accounts of testing fees and scholarship awards. Maintains list of junior book awards and prepares them for presentation event. Assists in coordination of Senior Awards. At end of year, combines cumulative folders, health information, transcripts, and UCONN credits

Organizes and prepares reports on a variety of student data, including new, withdrawn, and transferring students; number of students by gender, advancing to two or four-year public or private higher education institutions; and breakdowns of credits by subject for graduating students. Prepares reports from College Board including PSAT, SAT, and AP score reports and student data reports in Infinite Campus utilizing ad hoc and data visualization.

Organizes details and logistics for student testing services, which may include CAPT, P.S.A.T.'s, SATS, and Advance Placements. Assigns room, monitors, and students. Assures security of receiving and processing test booklets. Assists Director and Counselors in the course selection process.

Incidental Job Functions:

Assists with editing and organizing the preparation of the Program of Studies; types and distributes scholarship notices for posting, and distributes scholarship applications; receives, distributes, and processes grant scholarship applicants and the High School Scholarship Foundation of Fairfield, Inc applications. Posts important information on the Infinite Campus portal. Maintains confidential student and administrative files. Ability to work in close

proximity and to collaborate with others and assist in main office receptionist duties as required.

Knowledge, Skills and Abilities: Ability to relate in a positive, friendly manner with students, parents, staff members, and the public. Ability to work independently. Ability to apply principles of office management to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Must be proficient in Microsoft Office, Excel, and Google platforms including having strong organization, verbal, grammar and written communication skills as well as the ability to process data in Excel and Infinite Campus with accuracy. Ability to organize and maintain diverse data, files and records.

Minimum Qualifications Required: The skills and knowledge required would generally be acquired with graduation from high school and four years of responsible secretarial or clerical administrative experience or an equivalent combination of education and experience.

Physical Exertion/Environmental Conditions

While performing the duties of this job the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and operate computer and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds such as boxes. Specific vision required by this job include close vision and depth perception. Regular attendance is required to successfully perform the duties of the position. Some degree of stress involved in interacting with students, parents and the public, and in meeting schedule deadlines.

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