

Cape Girardeau Public School District No. 63
Job Description

Job Title: Administrative Assistant II – CTC School Counselor

Terms of Employment: 11-month; 220 days

FLSA Status: Non-Exempt

Reports To: Director, Assistant Director, and Guidance Counselor

Brief Description of Position:

The Administrative Assistant will be responsible for assisting in the administration of the Guidance Office functions. Typically uses a variety of computer software and systems to perform duties. Normally performs tasks with work priorities and general instructions provided by the supervisor. Exercises judgment in selecting and applying established procedures correctly and in determining when to refer problems to the supervisor.

Required Qualifications:

- High school diploma or equivalent.
- Proficiency in Microsoft Office programs including Word, Excel, and PowerPoint.
- Proficiency in Google products.
- Ability to meet and deal with the public in a gracious and tactful manner.
- Ability to interact with students, parents, staff and faculty in a gracious and tactful manner.
- Ability to maintain confidentiality at all times.
- Ability to work with others on multiple tasks as well as to work independently and to complete assignments with specified deadlines.
- Ability to handle multiple interruptions.
- Possess considerable knowledge of business English, general vocabulary, spelling, arithmetic, and modern office practices.
- Able to operate the various types of business machines and technology required for the position with accuracy.

Preferred Qualifications:

- 3-5 years of experience in related field
- Experience working in Education environment

Essential Duties and Responsibilities:

- Serve as CTC counselor assistant, welcome visitors, respond to inquiries and offer assistance when possible and appropriate in an efficient and tactful manner.
- Manage Infinite Campus for grades & attendance.
- Manage student applications and enrollment.
- Communicate with sending school personnel.
- Conduct follow up for CTC completers.
- Compile data for CTC reporting.
- Maintain student files / records.
- Assist CTC Counselor and Assistant Director with special projects.
- Perform other duties as assigned.

Physical Demands/Environmental Factors:

- Ability to work in a climate-controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: May 17, 2022