



# MASCONOMET REGIONAL SCHOOL DISTRICT

## WORK PERFORMANCE STANDARDS

**POSITION TITLE:** Administrative Assistant for School Counseling & Guidance  
**REPORTS TO:** Director of School Counseling  
**WORK HOURS:** 7:00 am – 3:00 pm; school year position

The Masconomet Regional School District is currently seeking an Administrative Assistant to assist the School Counseling Department at the High School. The ideal candidate for this position must be able to work independently and as a member of a team, take initiative, have strong organizational skills, excellent oral and written communication, and the ability to work in a fast-paced environment with multiple interruptions.

### MINIMUM QUALIFICATIONS:

- Associate degree or equivalent work experience
- Excellent customer service skills

### REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Must possess excellent interpersonal, communication, organization and time management skills
- Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with high attention to detail
- Demonstrated computer skills (Microsoft Office Suite, Student Information System/PowerSchool, Naviance)
- Must be willing to participate in ongoing in-service training as requested
- Maintains a high level of ethical behavior and confidentiality of information as required by law
- Maintains composure in stressful situations
- Ability to follow instructions

### DESCRIPTION OF DUTIES:

- Interfaces with students, parents/guardians, staff, college admissions officers and the public with discretion, courtesy, and tactfulness
- Provides administrative support to the Director of School Counseling and the counselors
- Ability to be perceptive in dealing with students (distinguish emergency from general distress.) Ability to make faculty, students and parents feel comfortable with all aspects of the School Counseling Department
- Assist in the maintenance of the School Counseling Web Page

- Responsible for preparing and tracking all Purchase Orders
- Coordinate all School Counseling Orientations (Senior, Junior, Sophomore & Freshman) including materials for the programs
- Coordinate all evening and morning School Counseling Outreach programs
- Maintain the “Career Center Library” and update resources
- Responsible for co-editing the Masconomet Financial Aid booklet
- Coordinate data for the Masconomet Regional Scholarship Fund (MRSF) selection program and attend meetings
- Coordinate MRSF results for class night awards
- Have complete knowledge and be responsible for college search and career software (Naviance)
- Coordinate PSAT testing – order tests, coordinate time, place and administrators for tests, create rosters, notify students of the test time and place, and assist in returning testing materials
- Coordinate the administration of SAT’s at Masconomet with the Director including assignment of test administrators and test takers. Organizing, storing, and disseminating testing materials and procedures. Assist Director in the return of testing materials
- Coordinate Advanced Placement Testing
- Assist in annual budget process with Director of School Counseling
- Maintain time-line, procedures and materials for school counseling programs
- Coordinates use of school counselor conference room by counselors
- Provide back-up to registrar: College transcript process, registration of new students, and withdrawal of students
- Assist with scheduling and planning for college visits to the school
- Assist with planning and scheduling for standardized testing at the school
- Assist with “Outside Scholarship” List on Naviance
- Assist with process for College Book Bowl Awards
- Responsible for performing other job related duties as assigned by the Director of School Counseling