

Job Title: Office & Technology Administrative Assistant

Location: Hartland School in E. Hartland

Beginning: June 1, 2024

Job Description:

Office & Technology Administrative Assistant at Hartland School

We are a small, rural PreK through Grade 8 school located in the Northwest corner of Connecticut.

This position is for a full time 12 month employee.

Specific Responsibilities:

- Perform secretarial tasks of a varied nature with thorough knowledge of school regulations and systems.
- Act as a receptionist, greeting visitors, answering telephone calls in a pleasant and efficient manner, and communicating effectively in routine, sensitive, and confidential matters.
- Monitor security cameras and support the office as needed.
- Handle confidential information with complete security.
- Communicates with staff, districts, outside agencies, etc.
- Assist the Principal and Superintendent in the preparation of reports and documents by creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating and distributing the final product.
- Assist the Superintendent with maintaining and updating Board of Education policies.
- Liaison to the Board of Education
- PowerSchool- maintain records, input scheduling and scheduling management, create and maintain object reports, report cards, school calendar
- Provides support for programs or parts of programs as needed (i.e., Vouchers/High School designations, Picture Day, Graduation, DARE, etc.)
- Purchasing of all school materials/supplies, maintain inventory & record keeping of such requisitions, check in/disperse material/supplies where necessary. This task requires working in conjunction with the Principal & Business Manager
- Enumeration for town and school (maintain files, prepare charts for distribution to administration)
- Other duties as assigned by the Superintendent, Principal and Administrative Assistant

Experience, Knowledge and Training:

- High School Diploma or GED with 1-2 years of clerical, office or secretarial experience
- Excellent knowledge of computers and software applications including PowerSchool, Word, Google Suite; Calendar, Docs, etc.
- Knowledge of state reports
- Strong verbal and written communication skills
- Attention to detail and ability to meet timelines
- Self-driven, ability to independently handle assignments
- Excellent interpersonal skills and ability to represent Hartland School in a professional manner to community and other stakeholders
- Demonstration of sound professional, ethical behavior
- Regular attendance is an essential function of this position

Qualified applicants should submit their credentials and application (located at www.hartlandschool.com) to:

Mrs. Lee Levan
Hartland School
30 South Road
East Hartland, CT 06027
(860) 653-7207

llevan@hartlandschool.com