

**SCHOOL DISTRICT OF PUTNAM COUNTY  
JOB DESCRIPTION**

**ADMINISTRATIVE ASSISTANT, STUDENT SERVICES**

**QUALIFICATIONS:**

- (1) Certification by Florida Department of Education.
- (2) Minimum of five (5) years successful teaching and / or administration.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of laws, rules, and policies related to discipline, health services, attendance, and other areas of student services. Demonstrated skills in effective written and oral communication. Ability to organize and prioritize.

**REPORTS TO:**

Area Director of Instruction, Central

**JOB GOAL**

To assist in the planning, development, implementation, and evaluation of the District's comprehensive program of student services.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Conduct disciplinary hearings in accordance with School Board policy.
- \* (2) Coordinate school assignment process and school transfer requests.
- \* (3) Update and disseminate yearly the Code of Student Conduct.
- \* (4) Coordinate the Home Education Program.
- \* (5) Coordinate the School Health Service Program.
- \* (6) Serve as District liaison with the community college.
- (7) Assist the Director of Student Services with guidance activities.
- (8) Assist in the development of administrative guidelines and policies for Student Services.
- (9) Assist in the preparation of the instruction and special programs budget.
- (10) Conduct periodic evaluation of student services activities and report recommendations for improvement of services.
- (11) Assist with the preparation of expulsion packets.
- (12) Coordinate placements for alternative sites.
- \*(13) Prepare all required reports and maintain all appropriate records.
- \*(14) Keep well informed about current trends in education.
- (15) Coordinate the Character Education program.
- (16) Coordinate Attendance Policy/Programs.
- (17) Serve as District contact for Equity.
- (18) Serve as liaison between the schools and the Resource Officers.
- (19) Coordinate School Choice.
- (20) Serve as District contact for School Safety.
- (21) Serve as District contact for Student Records.
- (22) Oversee District Teen Parent Program.
- (23) Assist in planning, implementation and evaluation of the District's comprehensive program of student services.
- (24) Perform other incidental tasks consistent with the goals and objectives of this position..

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 3**

**SALARY LOCATOR: Support Personnel Salary Schedule 3**