

The Mohawk Trail School System

Mohawk Trail Regional School District | Hawlemont Regional School District

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MOHAWK TRAIL REGIONAL SCHOOL DISTRICT

Mohawk Trail Regional School

Guidance Administrative Assistant & Registrar – Full-time, year-round position. Start date September 23, 2024. Position involves daily interactions with staff and students in a busy office environment. Individual must be self-motivated, well-organized and an independent tech-savvy learner with keen attention to detail. Effective interpersonal communications and ability to maintain confidentiality essential. Familiarity with Aspen, Microsoft Office, and NutriKids preferred.

Job responsibilities include:

- Maintain accurate student records relative to registration and/or transfer of students.
- Keeper of confidential student record files, both temporary and permanent.
- Assist in scheduling of students via Aspen
- Maintain guidance files for records, test scores, fee collections, scholarship information, etc.
- Answering phone, greeting public, assisting students, teachers, administrative staff.
- Making appointments for counselors with students, parents, college and military representatives.
- Receiving and sending mail.
- Assist with state and town reporting.
- Process free/reduced lunch forms.
- Process work permit applications and certificates.
- Run progress reports, report cards, honor roll, academic probation. Update grade changes from teachers.
- Coordinate and run the senior and graduate scholarship program and the Junior Book award program.
- Prepare scholarship certificates and awards for Senior Awards night.
- Assist with PSAT, PSAT 8/9, SAT and AP fee collections.
- Help in the main office in the morning and as needed. Assume shared responsibility for the clerical functions of the front office staff.
- Place orders for supplies in the summer.
- Knowledge of Aspen, Microsoft Office, NutriKids
- Support MCAS Administration
- Track professional development hours

Forward cover letter, resume and recommendations to: ktotman@mtrsd.org. Applications deadline: Open until position is filled.

The school district does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, religion or sexual orientation.

Posted: 6-14-2024