

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Administrative Assistant I- Teachers' Center **Department: Central Office**

Grade E
H.P.D. 8
D.P.Y. 260

Job Description

Date Reviewed: October 2008

**Reports To: Professional Development
Facilitator**

Purpose of Job

The purpose of this job is to perform the administrative functions in support of the Teachers' Center Resource Library. Duties and responsibilities include maintaining a resource library of audiovisual materials; coordinating distribution/return of materials; ensuring that materials are in good working condition; packaging and shipping materials and maintaining records of the visual resource library. This involves checking in/out books, audiovisual materials, and equipment, etc., repairing damaged materials, processing new materials, and providing customer services and library assistance to CMCSS staff utilizing the Teachers' Center. This position assists with the operations and activities of the Teachers' Center and provides clerical, secretarial and administrative support to the Teachers' Center, the In-service Program, as well as, the district's Professional Development Program. This position also assists with the operation of the Greenwood Complex by providing administrative support to the Building Manager with regard to work orders and communication with building employees.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Operates the Teachers' Center Resource Library, using a computer-based materials checkout program to check out and receive in books, audiovisual materials, and technical equipment. Maintains updated catalog of available resources.

Processes all materials for the Teachers' Center Resource Library using the Dewey Decimal System. Resources include, but are not limited to, curriculum support materials and professional development materials.

Checks out and receives-in books, audiovisual materials, equipment, etc.; monitors lending status schedule of distribution dates, scheduled return dates, etc.

Prepares returned books, audiovisual materials, equipment, etc. for re-use, returns books, audiovisual materials, equipment, etc. to shelves and audiovisual room.

Orders new books and audiovisual equipment and prepares them for checkout.

Cleans, maintains, and repairs books, audiovisual materials, equipment, etc; keeps record of lost/damaged books.

Assists teachers and staff with both research and accessing resources in the Teachers' Center. Provides both administrative and technical support and service to Center customers.

Maintains and tracks teacher accounts for Teachers' Center resources.

Assists both the Professional Development Coordinator and Facilitator with Teachers' Center operations and activities such as inventorying and room scheduling.

Schedules meetings and activities in the Teachers' Center meeting areas, maintains online activity calendar and coordinates with custodian for appropriate set-up as requested by customers. Coordinates building activity calendar and correspondence to all departments within building.

Maintains Teachers' Center inventory; prepares work orders for equipment; orders supplies such as paper, laminating film, construction paper, tab board, clerical supplies, etc.

Orders office, library and computer supplies. Maintains inventory of departmental supplies, initiates orders for new or replacement materials.

Ascertain pricing for resource materials, equipment and equipment repair for bid; Initiates and submits purchase requisitions as needed; communicates with both vendors concerning bids or ordering information and school system staff for delivery service to receive/send materials.

Submits work orders for building maintenance and repairs.

Assists the building manager with communication to the building employees by preparing and sending a weekly newsletter, as well as periodic updates as needed.

Prepares training materials for system wide staff development activities and other support materials and/or duplicates and coordinates printing orders for members of the Instructional Team, Human Resources, Academic Coaches and Consulting Teachers for system-wide training activities.

Composes, prepares and/or generates routine correspondence, letters, forms, reports and other documents via computer and/or typewriter.

Establishes and maintains filing systems for letters, memos, library forms etc.; generates and organizes bibliographies and other vertical file materials including training originals for archive. (records, forms, correspondence and materials).

Completes work such as typing, phoning, copying, faxing and delivery of materials as requested by members of both the Departments of Instruction and Curriculum and Human Resources.

Coordinates with the professional development management system on the in-service program calendar and provides schools or in-service consultants with record of attendance and evaluation materials.

Trains and supervises Volunteers using the Professional Development Center.

Processes reports and maintains records of Teachers' Center participation.

Designs and creates display areas for Teachers' Center.

Serves as the back-up to the Electronic Registrar Operator for data input into professional development management system and to scan in-service attendance into Electronic Registrar.

Operates and maintains both standard office equipment (i.e., fax machine and copiers) and non-standard office equipment (i.e., laminator, letterpress, VCR) for Teachers' Center.

Demonstrates proper use of fax machine, copier, laminator, and letterpress machines to Teachers' Center customers.

Receives, sorts and distributes mail and delivers payroll for Greenwood Complex employees. Prepares outgoing mail and materials for distribution to include packaging, labeling, affixing postage and mailing.

Greets visitors, ascertains nature of business, assists and or directs visitors to appropriate person.

Answers the telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls necessary.

Responds to routine requests for information or assistance from members of the staff, the public or other individuals.

Provides support for the professional development management system in the absence of the regular operator and assists with normal operations on an as needed basis.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma (or GED) required, with six months to one year of general office experience; or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and practices as they pertain to the performance of duties relating to the job of Administrative Assistant I-Teachers Center. Has general knowledge of Film Library practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to department operations and activities. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, human relations, and technical skills. Is able to use independent judgment and discretion in supervising subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines which includes computer, typewriter, copy machine, postage machine, VCR, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for Sedentary to Medium work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Administrative Assistant I-Teachers Center. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Administrative Assistant I-Teachers Center.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the job of Administrative Assistant I-Teachers Center.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date