

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

**Job Title: Administrative Assistant II-
Student Services/Discipline**

Department: Central Office

**Grade F
H.P.D. 8
D.P.Y. 260**

Job Description

Date Reviewed: September 2008

**Reports To: Director of Student
Services**

Purpose of Job

The purpose of this job is to perform secretarial functions and to provide general support to the Director of Student Services. Responsibilities include: coordinating/maintaining effective office procedures and efficient work flow; implementing policies and procedures; maintaining harmonious working relationships with staff, co-workers and the public; and using initiative and judgment to ensure that matters requiring attention are referred and/or handled appropriately. Duties include preparing, reviewing, disseminating and /or filing routine correspondence and reports; recording minutes of Hearing Board meetings; initiating telephone calls, answering the telephone and replaying messages; receiving, processing and distributing mail; and providing general support to Director of Student Services.

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.

Acts as Recording Secretary for school system’s Discipline Hearing Board; attends meetings; records minutes from those meetings; prepares summarized transcripts of proceedings; notifies parties involved of hearings’ decisions via mail.

Researches and abstracts information and supporting data in preparation for meetings, projects and reports; composes and/or prepares correspondence, letters, memoranda, forms, reports and other documents via computer and/or typewriters.

Receives documentation pertaining to home school; reviews for completeness; ensures health records and parent/guardian educational documentation are in compliance with state requirements; forwards as appropriate.

Dispenses home school information per requests.

Receives, reviews and records open enrollment applications. Compiles information of number of students per grade requesting schools. Forwards to appropriate personnel. Sends letters of acceptance/denial to applicants. Sends final list of accepted students to schools. Sets up Hearing Boards with supervisors, parents, students and principals.

Assists the computer programmer in monthly checks and balances of the Suspension Expulsion and Remandment Report.

Creates and maintains discipline records for school system on database; produces printouts/reports; maintains files via computer and hard copy.

Coordinates calendar activities, to include planning/scheduling appointments, meetings, etc.;; updates on a regular basis.

Maintains inventory of departmental supplies; initiates orders for new or replacement materials; maintains files for follow-up involving Accounts Payable; assists supervisor in preparation/implementation of departmental budget.

Orders textbooks for Homebound teachers as needed.

Prepares departmental files; maintains file system of departmental records o include suspensions, expulsions, and home school files.

Receives, opens, reads and annotates incoming mail and documents; attaches appropriate files to facilitate necessary action; determines outing and/or necessary signatures and performs follow-up; prepares outgoing mail.

Copies and distributes correspondence, memoranda, reports and other related materials.

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

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

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

Uses knowledge of various software programs t operate a computer in an effective and efficient manner.

Additional Job Functions

Acts as substitute in the absence of the Attendance Secretary with homebound and attendance reports and information. Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma (or GED) required, with three to five years of general office or bookkeeping experience; or any equivalent combination of education, training, and experience which provides

the requisite knowledge, skills, and abilities for this job. Requires ability to type accurately at a preferred speed of 60 words per minute.

KNOWLEDGE OF JOB

Has comprehensive knowledge of the policies, procedures, and activities of the School System and Student Services practices as they pertain to the performance of duties relating to the job of Administrative Assistant II-Student Services/Discipline. Has comprehensive knowledge of Student Services 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 departmental operations and activities. Is able to effectively communicate and interact with 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, human relations, and technical skills. Is able to use 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. Is knowledgeable and proficient with computers. Has the ability to type accurately with appropriate speed. Has the ability to record complex meeting transactions and/or minutes involving frequent technical terminology with appropriate speed.

(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 a computer, printer, copy machine, tape recorder, facsimile machine, calculator, 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 active 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 II-Student Services/Discipline. 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 relatively basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Administrative Assistant II-Student Services/Discipline.

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: May require 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 minimal stress when confronted with an emergency related to the job of Administrative Assistant II-Student Services/Discipline.

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