

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

**Job Title: Administrative Assistant II-
Career-Technical (CTE) and
Federal Funding**

Department: Central Office

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

Job Description

**Date Reviewed: September 2008
Director**

Reports To: CTE

**And Title I/Federal
Funding Supervisor**

Purpose of Job

The purpose of this job is to provide general secretarial/administrative support to the CTE Director, Title I/Federal Funding Supervisor and other members of the Instructional Department.

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.

Prepares and/or generates routine correspondence, letters, forms, memoranda, reports and other documents for members of the Instructional Department. Receives, opens, and distributes incoming mail for members of the Instructional Team and prepares outgoing mail.

Completes all Purchase requisitions for Title I/Federal funding supervisor and CTE Director.

Assists Title I/ Federal funding supervisor and CTE Director in preparation of budget amendments and reports. Run supervisor reports and distribute to appropriate person for release.

Serves as contact for all CTE orders shipped to the schools.

Maintains financial accounts, requisitions, and receiver reports for CTE and Title I funds.

Assists CTE director, CTE teachers and Title I supervisor in preparation of state reports, purchases, and correspondence; maintains CTE files.

Coordinates calendar activities, to include planning/scheduling appointments/meetings and notifying parties involved.

Reviews timesheets, mileage reports, and expense reimbursement forms for members of the Instructional Team and forwards as appropriate.

Maintains inventory of departmental supplies; initiates orders for new or replacement materials.

Reviews professional leave forms from schools prior to approval by CTE director and Title I/Federal Funding Supervisor to ensure they are complete and have the appropriate account numbers. Copy and distribute after approval.

Assists the designated Summer School administrator in coordinating elementary Summer Literacy programs. This includes preparing all forms, ordering instructional supplies, assisting with the registration process, distributing appropriate information to literacy programs and Summer Literacy camp administrators and parents.

Answers the telephone for members of the Instructional Team; determines nature of calls and provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.

Responds to routine requests for information or assistance from members of the staff, the public or other individuals. This duty includes giving information, including statements of Board policy, and Rules and Regulations, to parents and other citizens.

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

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 three to five years for general office bookkeeping experience or any equivalent combination of education, training, and experience which provides the requisite knowledge skills, and abilities for this job.

(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, 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-Federal and Vocational Funding. 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-Federal and Vocational Funding.

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 II-Federal and Vocational Funding.

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.

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 II-Federal and Vocational Funding. Has general knowledge of Instructional 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, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. 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. Is knowledgeable and proficient with computers.

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