

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

**Job Title: Administrative Assistant II  
Special Education/EasyIEP/  
Transportation**

**Department: Central Office**

**Grade F  
H.P.D. 7.5  
D.P.Y. 220**

**Job Description**

**Date Reviewed: May 2011**

**Reports To: Director of  
Exceptional Children Services**

**Purpose of Job**

The purpose of this job is to perform clerical/secretarial functions and to provide general support to the Director of Exceptional Children Services. Duties and responsibilities include preparing, reviewing, disseminating and/or filing routine correspondence and reports; monitoring EasyIEP to ensure compliance with federal/state regulations; coordinating with Operations for the transportation needs of special education students; answering the telephone and relaying messages; providing general support to the Special Education function.

**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.**

Receives data related to pre-school and elementary special education students; researches incomplete information; inputs via EasyIEP; generates reports.

Monitors EasyIEP for pre-school and elementary to ensure compliance with federal/state regulations.

Conducts on-site pre-school and elementary monitoring to compare EasyIEP service page with services provided; EasyIEP options with provision of services provided; student/teacher ratios.

Maintains Transportation Forms for all students riding special education transportation; coordinates with Operations/Transportation for provision of special transportation.

Prepares and/or generates, copies and distributes routine correspondence, letters, memoranda; forms; reports and other documents.

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

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

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

### **KNOWLEDGE OF JOB**

Has considerable knowledge of the policies, procedures, and activities of the School System, attendance and student practices as they pertain to the performance of duties relating to the job of Administrative Assistant II-Special Education/EasyIEP/Transportation. Has considerable knowledge of attendance, enrollment and student 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 and human relations 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.

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

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office machines and equipment, such as telephones, computers, typewriters, copiers, adding machines, calculators, two-way radio, etc. Must be physically able 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. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, 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 and financial 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 position of Administrative Assistant II-Special Education/EasyIEP/Transportation. Requires the ability to writer 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 II-Special Education/EasyIEP/Transportation.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and elected 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 office 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 minimal 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 elected 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 position of Administrative Assistant II-Special Education/EasyIEP/Transportation.

**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**

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**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**