

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

**Job Title: Administrative Assistant I-
Exceptional Children Services**

Department: Central Office

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

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/administrative functions and to provide general support to the Director of Exceptional Children Services and Chief Academic Officer. Duties and responsibilities include preparing, reviewing, disseminating and/or filing routine correspondence and reports; Maintaining special education records; answering the telephone and relaying messages; and providing general support to the Special Education and Instructional 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.

Answers telephone calls, determines nature of calls and routes appropriately and/or provides information or takes messages. Responds to routine requests for information or assistance from members of the staff, the public, or other individuals.

Prepares and/or generates routine correspondence, forms, reports, and other documents. Copies and distributes correspondence, reports, documents, and other related materials. Receives, opens, and distributes incoming mail.

Reviews professional leave forms from schools prior to approval by Chief Academic Officer and level directors to ensure they are complete and have the appropriate account numbers. Distribute to appropriate departments after approval.

Assists in maintaining calendar activities and planning and scheduling special events, appointments and meetings. This includes notifying parties involved, receiving responses, making arrangements for facilities, and preparing agendas and other materials.

Maintains the data base for all students previously served in special education.

Maintains special education records for out-of-district/private school/home school transfers following district policies and procedures.

Creates and maintains Special Education Historical File following district policies and procedures.

Maintain a file for testing protocols sent to Central Office.

Maintains inventory of departmental supplies and initiates orders for supplies, as well as materials to be ordered for the Instructional Department

Prepare, review, and process timesheets and mileage reports for Chief Academic Officer and Senior Instructional Team members.

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 six months 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 comprehensive 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 I-Exceptional Children Services. Has general 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. Have proficient 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. 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 a computer, printer, copy machine, 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 I-Exceptional Children Services. 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 I-Exceptional Children Services.

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 I-Exceptional Children Services.

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