

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

Job Title: Administrative Assistant II- Teachers Center Department: Central Office

**Grade F
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 provide, clerical, secretarial, administrative and operational support to the Teacher’s Center operation, especially the In-service and Professional Development Programs. Duties and responsibilities include maintaining the online professional development management system as primary system operator to include the accurate input of teacher information, professional development course offerings, teacher attendance and individual teacher profiles. This involves regular communication with Human Resources, teachers, principals and information technology staff. This position regularly troubleshoots the program for irregularities and functionality problems and communicates with the information technology program manager or service provider to maintain accuracy of the program for all users. This position communicates regularly with all professional developers in the school district regarding use of the online program and assists them as needed.

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.

Is the primary operator of the professional development management system online and provides daily operational oversight, input and troubleshooting of program.

Communicates regularly with professional development management system users to provide support and assistance with the use of the program.

Inputs course offerings to the online program. Monitors work flow and program content for accuracy with regard to CMCSS In-service Procedure Guidelines.

Provides training for teachers and staff on the use of the professional development management system.

Uses the MUNIS Program to verify employee information for the professional development management system.

Assists Professional Development Coordinator and Professional Development Facilitator with operations and activities of the Teachers' Center; assists in developing and implementing the CMCSS In-service Program for over 2,000 certified staff.

Maintains all financial accounts, requisitions, and Receiver reports for Teachers' Center, collects and forwards timesheets to payroll.

Answers telephone and provides information or directs calls/messages to appropriate personnel.

Organizes and maintains filing system.

Prepares and types office correspondence as needed;

Communicates with the State Department of Education to clarify and request information concerning guidelines and procedures.

Operates and maintains professional development management system, communicates with service provider (of online application: conducts updating of system, inputs data.

Communicates with Information Systems to update web page information.

Develops surveys for schools for school improvement plan stakeholder input; scans surveys and develops reports of disaggregated data.

Develops survey evaluation instruments for evaluating In-service activities, provides feedback to consultants.

Uses computer-based programs to design and develop complex surveys using "Survey", "Design Expert" and "Scan Tools".

Develops surveys as needed and requested for Instructional Division, and other departments.

Supports work of Instructional Team members to include Level Directors, Consulting Teachers, Academic Coaches, and the New Teacher Induction Coordinator.

Cross-trained to operate Resource Library and computer-based materials checkout program in absence of co-worker.

Maintains accurate attendance and In-service completion records.

Maintains In-service/Professional Development transcripts for all teachers.

Provides multi-year transcripts for teachers upon request and notarizes records with pre-approval by Professional Development Coordinator.

Assists with copier, laminator, and letter press operation; assists with materials check-outs and maintains teacher accounts; manages resource, and software library in absence of co-worker.

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

Communicates with vendors concerning bids or ordering information; communicates with school system delivery service to receive/send materials.

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 of general office and bookkeeping experience, preferably within a similar environment (or related), knowledge of complex computer operations and ability to troubleshoot or solve problem within computer programs; 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 II-Teachers Center. Has thorough knowledge of Teacher's Center 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. Is able to develop and implement long-term goals for the department to promote effectiveness and efficiency. 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 office machines and equipment such as copiers, laminators, computers, printers, letterpress, telephones, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty 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, 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 financial and 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 Administrative Assistant II-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 II-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 II-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