

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

Job Title: Administrative Assistant I

Department: School Office

**Grade E
H.P.D. 4
D.P.Y. 220**

Job Description

Date Reviewed: September 2008

Reports To: Principal

Purpose of Job

The purpose of this job is to assist in coordinating general office procedures while serving as liaison between the Principal, teachers, students, parents and visitors. Duties and responsibilities include answering telephones, providing information to faculty, staff, and general public, reconciling and recording attendance data, processing student information, assisting students, etc. Reports to Principal.

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 and provides information or directs calls/messages to appropriate personnel; greets public and serves as liaison between parents, community members, students and teachers.

Records daily attendance data by reconciling entries, withdrawals and sign-in/sign-out sheets.

Verifies attendance entries and withdrawals for principal's Monthly Attendance Report.

Registers students; verifies information needed for entrance and enters data into computer.

May inform students and parents of delinquent lunch charges and may distribute alternative lunches.

Maintains accurate student information including social security numbers, address and phone changes, bus changes, and accident reports; processes students' cumulative and confidential records.

Maintains emergency cards files and teachers' mailboxes.

May prepare withdrawal forms; checks for missing books; withdraws students from computer and class roster.

Contacts parents whose child has missed three consecutive days; mails letters to those missing five to eight days; follows up with teacher for referrals to Attendance Supervisor.

Instructs new teachers of attendance policy and student referral process; supervises Student Aides; assists Guidance counselor.

Assists in coordinating general office procedures; prepares, types, and files reports and office correspondence for Principal and assistant as needed; types suspension papers prepared by supervisors.

In the absence of medical personnel, dispenses medications to self-administering students as required.

Verifies incoming student records for compliance with local requirements.

Distributes achievement testing materials; collects and verifies testing materials for shipment to the State Department of Education.

Collects and reviews Survey of Federally connected Students form from each student; processes data of students for whom the school system receives federal funds.

Assists sick children in locating parents or guardians; admits and dismisses students; releases students to parents and guardians, checking identification.

Determines students living outside school zones; verifies parental custody as necessary.

Oversees students waiting in office for discipline or other reasons.

Updates and compiles Student Handbook and Personnel handbook for printing.

Provides information for homebound instruction.

Assists in issuing teachers' supplies; runs and distributes memo copies for faculty, staff, and students.

Submits work orders for building maintenance and repair.

May submit work orders for building maintenance and repair under the guidance of the principal or designee.

Assists with incentive and awards programs

Schedules parent/teacher conferences by telephone.

Sorts and distributes mail; designs and prints certificates; types newsletters and PTA notices; compiles honor roll.

Organizes and maintains filing system, alphabetically; files Daily Attendance chart, Accident reports, Preliminary Report, Medical Log, Attendance Referrals, absentee letters, Principal's Monthly Attendance Report, Daily Absentee Form, hardship Application Form, work orders, etc.

Assists bookkeeper with faculty and staff payroll for Principal's approval; prepares Worker's Compensation referrals.

Arrange and order Diploma's and graduation programs.

Verifies data for Suspension & Expulsion Reports.

Submits end-of-year reports for Guidance.

Uploads grades and prints report cards; sends transcripts

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 I. 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 I. 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 I.

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 I.

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