

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Administrative Assistant VI-Instruction**Department:** Instructional Department

Grade J
H.P.D. 8
D.P.Y. 260

Job Description**Date Reviewed:** June 2023**Reports To:** Chief Academic Office**Purpose of Job**

The purpose of this position is to provide general secretarial /administrative support to the Chief Academic Officer, Elementary Level Directors, Middle School Level Director, High School Level Director, Director of Teaching and Learning and the Directors of Curriculum and Instruction for each level, along with other members of the Instruction 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, forms, reports, and other documents. Copies and distributes correspondence, reports, documents, and other related materials. Receives, opens, and distributes incoming mail; prepares outgoing mail.

Coordinates calendar activities including planning and scheduling appointments and meetings. This includes notifying parties involved, receiving responses, making arrangements for facilities, and preparing agendas and other materials.

Assists with preparation for Principal and Assistant Principal meetings to include making copies, reserving meeting rooms, setting up rooms and general preparation for the monthly professional learning sessions.

Assists in planning and preparing for meetings and special events, to include locating and reserving spaces, issuing invitations, receiving responses, planning menus, preparing agendas, making travel arrangements, facilitating meeting setup, etc.

Maintains inventory of departmental supplies and initiates orders for supplies. Maintains departmental files and records.

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. 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.

Assists in completion of yearly software contracts. Enters approved contracts in Munis.

Responsible for issuing credit cards for ordering of supplies and travel use. Reconciles monthly statements.

Acts as Kronos Manager for time off requests and approval for payroll.

Prepare, review, and process leave forms, timesheets, and mileage reports for Chief Academic Officer and Senior Instructional Team. Make necessary travel arrangements when appropriate.

Review professional leave forms from schools prior to approval by Chief Academic Officer, Elementary Education Director, or Secondary Education Directors to ensure they are complete and have the appropriate account numbers. Copy and distribute after approval.

Prepares draft of the 200-day Teacher Calendar for the Calendar Committee and CAO's approval. Arranges time on agenda for Board approval. Prepares "Parent" calendar for CMCSS website.

Coordinate CMCSS graduation preparations. This includes making arrangements with APSU for use of facilities, gathering information from each high school and central office staff and board members for paring needs and floor setup, making arrangements with CMCSS warehouse employees for delivering and returning risers and furniture used, and ordering floral arrangements.

Serves as the Department's primary facilitator for the district's learning management system (Professional Learning Activities Network or PLAN) in support of the Directors of Curriculum and Instruction and Consulting Teachers/Academic Coaches, completing all administrative actions necessary to ensure accurate transcripts and stipend payments. Serves as the Department's primary point of contact for technical support related to the facilitation of classes through PLAN in concert with the Professional Development Team's PLAN Operator.

Acts as primary point of contact for the Teacher Communications Group. Communicates related information and action items to level points of contact. Coordinates all meeting documents and information; attends and prepares minutes; serves as group liaison. Records member meeting attendance in PLAN and records minutes. Annually compiles a list of members from each school, make arrangements for monthly meetings, and send monthly notifications to Level Representatives.

Assist the Elementary and Secondary Level Directors annually with the State-sponsored Teacher of the Year selection process by distributing information to the schools for their selection of school candidates and gathering information to be used in selecting the system candidates. This includes sending correspondence and reporting information to the State, copying applications for the selection committee, ordering recognition plaques for system candidates, and arranging time on the Board agenda for recognition.

Assist the Directors of Curriculum and Instruction in the annual textbook adoption procedure. This includes preparing reports and forms requested by the State, correspondence with committee members, and arranging meetings.

Assist the Chief Academic Officer, Director of Teaching, Learning and Innovation, and the Curriculum Directors with monitoring, updating, and auditing the Curriculum and Instruction Department budgets.

Annually assist in compiling a list of Student Advisory committee members from each high school, make arrangements for monthly meetings, and send monthly notifications to students.

Assist Chief Academic Officer in managing the Central Services South complex. Duties include issuing, accounting, and auditing the use of key cards and alarm codes on an annual basis. Communicating and coordinating building usage. Communicating issues related to the building to include submitting work orders, distributing safety cards, and coordinating custodian room set up for special events. Overseeing budget related to facility usage and reconciling expenditures on a monthly basis.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma (or equivalent) required, with three to five years of general office or bookkeeping 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 and Instructional practices as they pertain to the performance of duties relating to the job of Administrative Assistant VI-Instruction. 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 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, human relations, and technical skills. Is able to use 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. Has the ability to type accurately with appropriate speed. Has the ability to record complex meeting transactions and/or minutes involving frequent technical terminology with appropriate speed.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 10 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;

- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

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

Employee's Munis Number

Date

Date