

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

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

**Department: Instructional
Department
Central Office**

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

Job Description

Date Reviewed: July 2019

**Reports To: Chief Academic
Officer**

Purpose of Job

The purpose of this position is to provide general secretarial /administrative support to the Chief Academic Officer, Elementary Educations Director, Secondary Education Director, Curriculum and Instruction Coordinator, and other members of the Instructional 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 involves, receiving responses, making arrangements for facilities, and preparing agendas and other materials.

Assists in planning and preparing for meetings and special events, to include 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.

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 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 parking needs and floor setup, making arrangements with CMCSS warehouse employees for delivering and returning risers and furniture used, and ordering floral arrangements.

Receive rosters of Graduates and Report of 12TH Graders from the State and distribute to high schools for completion. Gather completed forms from schools and send as appropriate to State, CMCSS Information Systems, and CMCSS Records. Use information to generate system data. Receive annually from the State and coordinate preparation of School System compliance Report and 200-Day Accountability Report.

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.

Provide clerical support to the Extended Contract program coordinator. This include annually preparing Extended Contract Proposal and reports to be approved by the Board and sent to the State; preparing correspondence to Career Ladder teachers and administrators; keeping records of assignments, hours to be worked, amount of monies to be paid; coordinating pay dates with Payroll Department; reviewing and verifying timesheets; and preparing and submitting payment information to Payroll.

Gather information from high schools annually to reimburse students for advanced placement exams according to Board policy. Prepare information and submit to Business Department for payment. Use data to generate internal reports.

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

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 GED) 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.

(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 VI-Instruction. 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 VI-Instruction.

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 VI-Instruction.

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