

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

**Job Title: Administrative Assistant V-
Special Education**

Department: Instruction

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

Job Description

Date Reviewed: July 2019

**Reports To: Director of
Special Populations**

Purpose of Job

The purpose of this job is to serve as the Departmental Administrative Assistant for the Director of Special Populations Services performing secretarial/administrative functions and general support which is inclusive of the Special Education Department. Duties and responsibilities include preparing, reviewing, disseminating and/or filing correspondence and reports; answering the telephone and relaying messages; receiving, processing and distributing mail; processing purchase requisitions/purchase orders and receiver reports, processing time sheets, mileage reimbursements, professional leave forms, reimbursements, and providing general support to the 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.

Prepares and/or generates routine correspondence, letters, forms, memoranda, reports and other documents via computer and/or typewriter. This includes correspondence for the Special Education Department. Types purchase requisitions for the Director of Special Populations , Special Education Department, as well as various requisitions for schools, Psychologists, Therapists, etc.

Assists the Director of Special Populations, and Special Education Supervisors in preparing/typing reports, charts, graphs, etc. Runs supervisor reports and distributes to appropriate person for release.

Initiates and coordinates Special Education purchases for all schools county wide.

Maintains financial accounts, requisitions, and receiver reports for Special Education funds.

Assists in preparation of state reports, purchases, and correspondence. Maintains specified Special Education files.

Assists Consulting Teachers as needed.

Copies and distributes correspondence, memoranda, reports and other related materials.

Coordinates calendar activities, to include planning/scheduling appointments/meetings and notifying parties involved, including meetings for principals and other staff members.

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 with proper equipment, etc.

Receives/generates reports, including State reports, private school reports, system-wide reports, summer school/testing reports, etc.; reviews for accuracy and makes corrections, performs applicable calculations, forwards as appropriate.

Reviews timesheets, mileage reports, professional leave forms, and expense reimbursement forms for Special Education positions, Psychological Services, Related Services; including occupational therapists, vision therapists, speech therapists, the Transition Career Center, Special Education consulting teachers, and appropriate supervisors; forwards as appropriate.

Processes bus requests from schools for Special Education field trips, related services trips, etc.

Maintains inventory of departmental supplies; initiates orders for new or replacement materials.

Receives, opens, and distributes incoming mail for specific supervisors; prepares outgoing mail.

Prepares departmental files; maintains file system of departmental records, including those for the Director of Special Populations..

Receives calls for the Director of Special Populations , and the Special Populations Coordinators.; Informs callers of special education policies/regulations/ requirements, determines nature of calls and provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.

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. Creates spreadsheets, graphs, charts, etc.

Communicates by telephone to schools and Operations regarding special education transportation needs.

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/accounting 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 general 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 V-Special Education. 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 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, human relations, and technical 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 automated office machines, which includes a computer, printer, copy machine, calculator, facsimile 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 V-Special Education. 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 V-Special Education.

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 V-Special Education.

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