

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

**Job Title: Administrative Assistant III
Professional Learning**

**Department: Instruction
Professional Learning
Central Services South**

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

Job Description

Date Reviewed: July 2018

**Reports To: New Teacher
Induction Coordinator**

Purpose of Job

The primary purpose of this job is to provide administrative and operational support to the Professional Learning Department with a specific focus on New Teacher Induction support through accurate record keeping, equipment inventory, requesting and executing budget requisitions, and tracking progress with mentor cadre contracts. Also, the Administrative Assistant III will plan, organize, and conduct in-processing for classified staff and provide input and support to the Professional Learning team to improve classified induction practices. Additionally, this position will periodically provide support in the operation of PLAN (Professional Learning Activities Network) which is the district's web-based learning management system to support the Professional Learning Management System Technician at the direction of the Director of Professional Learning.. Duties and responsibilities include assisting in the maintenance of the online learning management system to include the accurate input of staff information, staff course offerings, attendance, and profiles. This involves regular communication with the Professional Learning Team, Human Resources, classified staff and their supervisors, and technology staff. This position assists in troubleshooting the program for irregularities and functionality problems and communicates with the information technology program manager or with service provider (in coordination with primary system operator) to maintain the accuracy of the program.

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.

Provides full-time administrative support to the Professional Learning department, with a primary responsibility to substantially support the New Teacher Induction program.

Daily operational activities supporting New Teacher Induction included but are not limited to :

Ensuring new hires have a PLAN account and troubleshoot issues prior to in-processing dates.

Input induction courses and sections into PLAN and maintain accurate attendance records. Maintain accurate attendance records for induction, and generating reports upon request.

Collect and maintain Site-Based Induction Specialist (SBIS) attendance reports monthly, assign in-service credit for participation, and record Induction Seminar attendance to ensure accurate payment for SIBIS.

Collect and maintain time sheets for mentor cadre contracted staff.

Process monthly mentor cadre payments.

Collect and manage new teacher cohort retention data.

Make appropriate name changes in retention records when notified of changes by Human Resources.

Monitoring equipment inventory using district approved inventory software.

Track and report School Orientation attendance to ensure each new teacher participates in School Orientation in his or her first year.

Operational Activities supporting Classified In-Processing include but are not limited to:

Facilitates new hire classified staff training twice weekly, and maintains accurate record-keeping for training.

Assists Professional Learning Staff with operations and activities of the Professional Learning department with focus on developing and implementing training activities for Classified Staff.

Is a secondary operator of the district's web-based learning management system with primary responsibility for Classified Staff activities, providing daily operational oversight, input and troubleshooting of program for this employee group.

Provides periodic support for PLAN to include the accurate input of information, learning activity offerings, training activities, and attendance and profiles.

Daily operational activities associated with the operations of the PLAN system include, but are not limited to, the following:

Inputs training session/course offerings to PLAN. Monitors work flow and program content for accuracy. Follows up with appropriate PLAN Developers to correct inaccuracies or resolve discrepancies.

Collects and files section sign in sheets and records attendance.

Substantially assists in managing course rosters for accurate attendance.

Sets up and maintains appropriate system groups associated with workflows.

Assigns and maintains administrative groups to ensure integrity of system access.

Develops reports to meet needs of Professional Learning department.

Uses MUNIS to determine PLAN user demographic issues.

Identifies PLAN user problems and communicates issues to primary operator for appropriate resolution; communications resolution back to user and/or provides follow-up.

Assists the Professional Learning Management System Technician to Monitor and respond to PLAN Help e-mails.

Troubleshoots the program regarding irregularities and functionality problems and communicates with the appropriate personnel to maintain program accuracy.

Assists current and former employees by completing requests for training transcripts.

Conducts training for classified staff on the use of the PLAN.

Regularly communicates with all Classified Staff groups in the school district regarding use PLAN and assists them as needed.

Develops and distributes weekly calendar of professional learning activities to selected staff and cross-checks calendar listings for room availability and accuracy and maintains Professional Learning daily index of activities in Central Services South reception area.

Regularly communicates and supports the work of Department Directors, Principals, and Human Resources staff as related to Classified Staff training needs. Represents Classified Staff learning initiatives as a standing member of the Classified Staff Representatives Group.

Maintains records on Private School participation.

Provides clerical, secretarial, and administrative support for the Professional Learning department at the direction of the New Teacher Induction Coordinator to include, but not limited to, the following:

Composing/preparing routine correspondence, letters, forms, reports and other documents via computer and/or typewriter.

Responding to requests for information or assistance from staff, the public or other individuals.

Answering telephone calls, routing or responding to calls appropriately.

Responds to routine requests for information or assistance from both internal and external customers; and assists with the operation of a variety of routine office equipment.

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 or related environment, knowledge of

complex computer operations (word processing, spreadsheets, etc.) and the 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 job duties. Has working knowledge of Professional Learning practices and terminology, principles, and methods utilized within the department as necessary to complete daily responsibilities. Is able to assist in promoting departmental and work section effectiveness and efficiency and to keep abreast of changes in policy, methods, computer operations, equipment needs, etc. as they pertain to work activities. Is able to effectively communicate and interact with subordinates, supervisors, members of the 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 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 the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable of 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, computers, printers, telephones, etc. Must be able to 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.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the Professional Learning 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 operations of the Professional Learning 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 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 the 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 emergencies situations related to the operations of the Professional Learning 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: Regular, dependable level of attendance is essential 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