

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Administrative Assistant-Federal Programs**Department:** Instruction

Grade G
H.P.D. 4
D.P.Y. 215

Job Description**Date Reviewed:** July 2023**Reports To:** Director of Federal Programs**Purpose of Job**

The purpose of this job is to perform administrative duties for Federal Programs using knowledge of accounting principles and practices consistent with federal guidelines.

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 for the Director of Federal Programs and/or Federal Programs Coordinator.

Receives annual Occupational Survey forms from the schools for students identified in the CMCSS district with a migrant status.

Inputs data for migrant students and maintains the migratory list file within the Tennessee Migrant Education Program website.

Attends federal webinars provided by the Tennessee Department of Education and Tennessee Migrant Education for continuous training and updates to stay informed of current policies and procedures.

Enters all purchase requisitions, to include obtaining quotes when appropriate, for Federal Programs, Non-Public Schools, and Title I Neglected/Delinquent.

Advises staff on accounting policies as necessary to maintain compliance and ensure that internal controls are being followed.

Coordinates site-based staff development by completing contracts, arranging for supplies and materials, and coordinating event set-up and clean-up.

Serves as contact for all Federal Programs, Non-Public Schools, and Title I Neglected/Delinquent orders shipped to the schools.

Maintains financial accounts, requisitions, and receiver reports for--Title I, Title II, Title III, Title IV, Neglected /Delinquent Facilities, and Non-Public Schools funds.

Reconciles procurement card statements and provides a reconciliation to administration for review and approval.

Acts as or assists Inventory Control Representative (ICR) for items purchased using Title Funds. Updates property inventory accounts for all new acquisitions, and property relocation. Also, coordinates with Risk Manage/Safety Officer regarding lost or damaged school property.

Assists Director of Federal Programs in the preparation of state reports, purchases, and correspondence; maintains Federal Programs files.

Coordinates travel, conference registrations and lodging for Director of Federal Programs and Federal Programs staff, Non-Public School Staff and Title I Neglected/Delinquent Staff.

Completes and/or verifies Professional Leave forms for administrators and staff to ensure accuracy and compliance with CMCSS travel policies.

Reviews expense reimbursement forms for Federal Programs and forwards as appropriate.

Issues the Federal Programs procurement card as needed. Issues card upon request subject to fund availability, appropriateness of the purchase request, and spending guidelines as outlined in the Procurement Card Procedure. Reconciles financial transactions with the bank's monthly billing statement.

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

Maintains office equipment by submitting requests for maintenance and repair.

Reviews professional leave forms from schools, Non-Public Schools, and Title I Neglected and Delinquent Facilities before approval by the Director of Federal Programs to ensure they are complete and have the appropriate account numbers. Copies and distributes after approval to appropriate departments.

Maintains files for Federal Programs Coordinators for federal auditing purposes.

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 (MUNIS, KRONOS, PowerSchool, and Microsoft Office) to operate a computer effectively and efficiently.

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 administrative 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 practices as they pertain to the performance of duties relating to the job. 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.

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 20 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