

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

**Job Title: Administrative Assistant II -
Alternative School**

Department: Alternative School

**Grade F
H.P.D. 7.5
D.P.Y. 215**

Job Description

Date Reviewed: July 2019

**Reports To: Alternative School
Coordinator/Administrator**

Purpose of Job

The purpose of this job is to assist in coordinating general office procedures while serving as liaison between the Coordinator/Administrator, teachers, students, parents and visitors. Duties and responsibilities include answering the telephone, providing information to teachers, staff, and the general public, reconciling and recording attendance data, processing student information, assisting students, etc. Reports to the Coordinator/Administrator.

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.

Answers the telephone and provides information or directs calls/messages to appropriate personnel; greets public and serves as liaison between parents, community members, students, teachers, and all middle and high schools in the district.

Record daily attendance data by reconciling entries and sign-in/sign-out sheets.

Set up files for students to be in-processed into the Alternative School.

Maintains accurate student information including, address and phone changes, emergency cards, and accident reports.

Monitors incoming and outgoing courier mail and places in faculty and staff mailboxes.

Collaborates with administration and leadership team in the development of student handbook, policies, and procedures for Alternative School.

Accept and return textbooks for students coming and leaving the Alternative School. Receive all assignment, log them in, and forward to teachers.

Contact Student Services and the home school when students are absent from school. In the absence of medical personnel, dispenses medications to self-administering students as required.

Assists in coordinating general office procedures; prepares, types, and files reports and office correspondence as needed.

Order books and supplies for the Alternative School, inventories and pays invoices for incoming books and supplies.

Forward students records where applicable.

Organize and maintain filing system: set up computer databases, prepares, types and files reports, memorandum, correspondence, etc. as needed; sorts and distributes mail to staff.

Assists sick children in locating parents or guardians; admits and dismisses students, release students to parents and guardians, checking identification. Dispense lunches to students.

Communicates with parents to schedule intake meetings with students and parents prior to a student starting Alternative School.

Reviews incoming intake paperwork to ensure files include all necessary documents to enroll in Alternative School (i.e. suspension/expulsion paperwork, FBA, IEP, Manifestation, and/ or 504 documentation.

Coordinates with homeschool point of contact to request exam reviews and exams for students enrolled in Alternative School.

Request, organizes, and forwards a copy of all attendance notes/ excuses to student's assigned home school.

Coordinates with Assessment team to compile a database for claiming students for teacher reporting at the end of the school year.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma (or GED), with one to three years of general office and bookkeeping experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and ability for this job.

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures and activities of the School System, attendance and student practices as they pertain to the performance of duties relating to the job of

Administrative Assistant II-Alternative School. Has considerable knowledge of attendance, enrollment, and student practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience an 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 ad effective manner. Must have good organizational and human relational 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 a comprehensive knowledge of the terminology, principles, and methods utilized within the department. Have capable mathematical skills to handle required calculations within the program. Is knowledgeable 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 telephones, computers, typewriters, copiers, adding machines, 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. 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 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 II-Alternative School. 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 II-Alternative School.

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; compute discount, interest, profit and loss, ratio and proportion; 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 moderate stress when confronted with an emergency related to the job of Administrative Assistant II-Alternative School.

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