

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Adult High School Administrative Assistant

Department: Instruction

Grade G
H.P.D. 7.5
D.P.Y. 260

Job Description

Date Reviewed: July 2023

Reports To: Adult High School Administrator

Purpose of Job

To assist in coordinating general office procedures while serving as liaison between the School Administration, teachers, students, parents, and visitors. Duties and responsibilities include, but are not limited to, answering telephones; responding to emails; providing information to faculty, staff, and general public, reconciling, recording and maintaining records and data; processing student information; assisting students, etc. The position's responsibilities require independent analysis, communication, and problem solving. Work is performed with little supervision and requires initiative and judgment.

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.

Serves as a model for the district's mission, vision, and goals.

Coordinates general office procedures and clerical duties such as preparing and filing reports; completing office correspondence for School Administration; maintaining and updating records, review documents for accuracy, recording grades, checking mail, running errands, etc.

Answers telephone and provides information or directs calls/messages to appropriate personnel; provides professional customer service and serves as liaison between parents, community members, volunteers, students and teachers. Initial point of contact for all visitors.

Monitor visitors using Raptor verification, ensuring safety protocols are met.
Monitor student sign-in as needed.

Supports students and/or parents with basic logistics questions.

Maintains accurate student information including, address and phone changes, accident reports, emergency card files, processes students' cumulative and confidential records.

Registers students, verifies registration requirements, and enters data into computer.

Verify student data in PowerSchool including grades and attendance.

Prepare withdrawal forms; verifies outgoing student records for compliance and checks for missing materials and other CMCSS property.

Coordinates new student laptops, textbooks and distribution of needed materials.

Arrange and order Diploma's and graduation programs.

Works in conjunction with School Counselor, school psychologists, caseworkers, and/or outside programs coordinating student support (i.e.. Centerstone, Mental Health Cooperation, etc.)

Assists teachers with instructional needs in the classroom and learning labs.

Supports attendance administrative assistant when required to include preparing attendance reports, reconciling entries, maintaining sign-in/sign-out records, scheduling meetings, and following the appropriate tier process regarding attendance.

Assist in preparing and delivering school wide communication at the direction of school administration (email, daily announcements, etc.)

Assists with incentive and awards programs.

Responds to students and/or parents in real-time. Issues that cannot be resolved immediately will be followed up on within 24-48 hours of inquiries via phone and/or email during the regular work week.

Alerts School Administration of any concerns about a student.

Prepares work orders for building maintenance and repair under the guidance of the school administrator or designee.

Participates in scheduled staff meetings and/or training sessions.

Maintains professional competence through ongoing professional learning activities.

Assists with yearly inventory and storage of equipment, computers, and supplies.

Maintains confidentiality of information regarding students, colleagues and parents.

Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.

Supports school safety through district protocols and/or participation in School Emergency Management Team efforts if requested by School Administration

Maintains a standard of performance and conduct as required by state, law, local board of education and community expectations.

Establishes and sustains a collaborative work relationship with staff, faculty, and district personnel.

Additional Job Functions:

Performs other duties as required.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Minimum Training and Experience Required to Perform Essential Job Functions:

High School Diploma (or Equivalent), 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 abilities for this job.

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures, and activities of the school system, and supervisory practices as they pertain to the performance of duties relating to the position. Has considerable knowledge of attendance, enrollment, and student practices as necessary in the completion of daily responsibilities. Has considerable knowledge of classroom practices as necessary in the completion of daily responsibilities including proficiency with computers and computer programs. Capability to develop and implement long-term goals. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public education. Is able to effectively communicate and interact with supervisors, members of the general public, and other groups involved in the operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

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 40 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