

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

**Job Title:** Administrative Assistant III  
Student Services

**Department:** Student Services

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

**Job Description**

**Date Reviewed:** November 2021

**Reports To:** Director of Student Services

**Purpose of Job**

The purpose of this job is to provide excellent customer service to external and internal clients and perform administrative functions to support the Director of Student Services and the Student Services Department as a whole. Must maintain a high level of confidentiality with all aspects of communication and Student Services functions.

**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 telephone calls, determine nature of calls and routes appropriately and/or provides information or takes messages. 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.

Prepares and/or generates routine correspondence, forms, reports, and other documents. Copies and distributes correspondence, reports, documents, and other related materials. Receives, opens, and distributes incoming mail; prepares outgoing mail.

Maintains inventory of departmental supplies and initiates orders for supplies. Maintains departmental files and records.

Uses knowledge of various software programs to operate a computer in an effective and efficient manner.

Maintains discipline records from every school including suspensions, remandments, and expulsions. Prepares appropriate folders for remandments and expulsions.

Coordinates scheduling of Discipline Hearing appeals with parents, school administrators, and school staff.

Acts as Recording Secretary for District’s Discipline Hearing Board. Records the minutes and prepares a summarized transcript of proceedings; notifies parties involved of the Disciplinary Hearing Authority's decision by mail.

Receives and maintains all documentation received for Independent Home School registration. Reviews for completeness; ensures health records and parent educational documentation are in compliance with state requirements. Forwards proof to schools. Furnishes Home School information upon request.

Maintains spreadsheet of all Independent Homeschool registrations per school year.

Mails letters to Independent Homeschool families regarding administration of spring standardized testing for grades 5, 7, and 9.

Mails standardized testing results to families the following fall semester.

Prepares report for TN DOE in December and May on number of students residing in Montgomery County who are enrolled as Independent Home School students or other Non-Public schools.

Maintains Non-Public School Reporting Forms (TCA 49-6-3007) regarding enrollment and withdrawal.

Refers students who are expelled or withdrawn from Non-Public schools to the appropriate Attendance Teacher and schools for follow-up.

Receives, reviews, and maintains all Open Enrollment applications. Compiles information of number of student requests and forwards to appropriate school personnel. Forwards all information to Director of Student Services. Sends letters of acceptance/denial to parents. Sends final list of acceptance to schools. Prepares final list for Chief Academic Officer.

Receives documentation pertaining to Special Transfer cases, reviews for completeness, prepares for the Director of Student Services and/or committee. Prepares and mails correspondence on approval or denial to parents and schools.

Maintains records from Foreign Exchange Companies and distributes information on foreign exchange students to schools.

Assists in the coordination of Homebound Services and responds to general questions.

Orders textbooks for Homebound teachers as needed.

**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 general office or bookkeeping experience; or any equivalent combination of education, training, and experience

which provides the requisite knowledge, skills, and abilities for this job. Requires ability to type accurately at a preferred speed of 60 words per minute.

**(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, tape recorder, facsimile machine, calculator, 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 sedentary 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 information. This 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 III-Student Services. 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 job of Administrative Assistant III-Student Services.

**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.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**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.

**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

considerable stress when confronted with an emergency related to the job of Administrative Assistant III-Student Services.

**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.

**KNOWLEDGE OF JOB**

Has comprehensive knowledge of the policies, procedures, and activities of the School System and Student Services practices as they pertain to the performance of duties relating to the job of Administrative Assistant III-Student Services. Has comprehensive knowledge of Student Services 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 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 and effective manner. Has good organizational, human relations, and technical skills. Is able to use 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. Has the ability to type accurately with appropriate speed. Has the ability to record complex meeting transactions and/or minutes involving frequent technical terminology with appropriate speed.

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.

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**Employee’s Signature**

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**Supervisor’s Signature**

\_\_\_\_\_  
**Employee’s Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

