

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

**Job Title:** Administrative Assistant II-  
Aux. Learning Center

**Department:** Auxiliary Learning Center

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

**Job Description**

**Date Reviewed:** July 2023

**Reports To:** Director of Teaching, Learning  
and Innovation

**Purpose of Job**

The purpose of this job is to perform general office, library, and bookkeeping procedures, while serving as liaison between the Family Engagement Coordinator, principals, teachers, students, parents, and visitors.

**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.**

Sets up and types from copy or rough draft letters, memoranda, newsletters, or other materials.

Operates standard office equipment, and be proficient in the use of appropriate office management software.

Assembles materials, composes, and types routine correspondence, reports, and other materials.

Gives a variety of routine information to the public on request.

Greets visitors, ascertains nature of business, and conducts visitors to appropriate person.

Establishes and maintains a filing system for various types of records, forms and correspondences.

Assists staff as required in making arrangements for meetings, scheduling appointments, etc.

Answers telephone and provides information or directs calls/messages to appropriate personnel; assists parents by phone and in person.

Disburses accounts payable; reconciles individual Federal Fund accounts.

Responds to questions regarding invoices, entries on monthly reports or procedures for properly submitting items for payment.

Prepares and submits purchase orders and submits to vendors for teachers and The Learning Center and the Learning Center North; processes orders for library and teacher materials

Prepares and submits teacher's professional leave forms; prepares Worker's Compensation referrals. On the Job Injury representative for The Learning Center.

Completes work requested by teachers and supervisor such as typing phoning parents, copying and arranging conferences, and laminating materials.

Collects monies for lost or damaged materials and sends to accounting department.

Submits work order requests to Maintenance and technology; schedules service work for school equipment; maintains daily upkeep of copier machine.

Inventories supplies for office and stocks required forms as needed, sorts and distributes warehouse supply orders; inventories library materials, enters data, and prepares inventory report.

Sorts and distributes mail; makes copies, organizes and maintains filing system.

Registers new library patrons and maintains patron files.

Provides for the reasonable care of equipment and materials.

Assists in maintaining a comprehensive and efficient system for cataloging all library materials and equipment.

Assists in arranging frequently-changing book-related displays and exhibits likely to interest the library patrons.

Discards obsolete and worn materials from the collection and maintains accurate records.

Assists parents with check-in and checkout of materials.

Maintains database of cataloged library materials and generate appropriate reports.

Calls or sends overdue notices to parents, as well as, notices to principals to request assistance in the return of extremely overdue book/materials.

Serves as a bilingual liaison to support the learning center, families, schools and the district.

Possesses strong technology skills in order to maintain and update electronic files, update social media, and communicate with stakeholders.

### **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 general 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. Has general 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 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 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, and human relations 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. Is able to read, understand and interpret financial reports and related materials.

**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.

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**Employee's Signature**

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**Supervisor's Signature**

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**Employee's Munis Number**

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

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