

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

Job Title: Administrative Assistant II

Department: School Office

**Grade F
H.P.D. 4/7.5
D.P.Y. 220**

Job Description

Date Reviewed: July 2019

Reports To: Principal

Purpose of Job

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

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

Identify immediate visitor need and coordinate appropriate supports while providing professional customer service.

Records daily attendance data by reconciling entries, withdrawals and sign-in/sign-out records

Verifies attendance entries and withdrawals for principal's Monthly Attendance Report.

Registers students; verifies required documents, information needed for entrance, and enters data into computer.

Works in conjunction with the district Homeless Liason regarding student status and eligibility (FIT)

Works in conjunction with outside programs coordinating student support (ie. Fuel Program)

Inform students and parents of delinquent lunch charges as needed..

Maintains accurate student information including, address and phone changes, bus changes, accident reports; processes students' cumulative and confidential records.

Maintains student emergency card files.

Prepare withdrawal forms; checks for missing books, and other CMCSS property.

Call parents and sends notification via mail to those whose child has missed three and five unexcused absences; schedules attendance meetings and follows up appropriate tier process regarding student attendance.

Instructs new teachers of attendance policy and student referral process; supervises Student Aides; assists Guidance counselor.

Assists in coordinating general office procedures; prepares, and files reports and office correspondence for Principal and assistant as needed; prepares suspension papers prepared by supervisors.

In the absence of medical personnel, dispenses medications to self-administering students as required.

Verifies incoming/outgoing student records for compliance with local requirements.

Distributes achievement testing materials; collects and verifies testing materials for shipment to the State Department of Education.

Collects and reviews Survey of Federally connected Students form from each student; processes data of students for whom the school system receives federal funds.

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

Confirms school zone eligibility; verifies parental custody as necessary.

Oversees students waiting in office area

Updates and compiles Student Handbook and Personnel handbook for printing.

Works in conjunction with Student Services regarding homebound instruction and alternative school placement.

Assists in issuing and organizing teachers' supplies and mailboxes.

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

Supports school safety through district protocols and/or participation in School Emergency Management Team efforts if requested by principal, as well as distribution/collection of proximity cards and school keys.

Creates, maintains, and distributes school levels maps (ie. Safety drills, etc..).

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

Assists with incentive and awards programs

Schedules parent/teacher conferences as requested

Sorts and distributes mail; designs and prints certificates; types newsletters and PTO/PTA notices; compiles honor roll.

Organizes and maintains filing system, alphabetically; files Daily Attendance chart, Accident reports, Preliminary Report, Medical Log, Attendance Referrals, absentee letters, Principal's Monthly Attendance Report, Daily Absentee Form, hardship Application Form, work orders, facility use requests, etc.

Assists bookkeeper with faculty and staff payroll for Principal's approval; submit OJI referrals, assists with money collection/recording.

Arrange and order Diploma's and graduation programs.

Verifies outside service provider and prepares necessary documentation provided to principal, teacher, etc...

Maintains school level DCS log and sends documentation to appropriate district office personnel when requested.

Verifies data for Suspension & Expulsion Reports.

Submits end-of-year reports for Guidance, Central Office, and other departments as needed.

Verify student data in PowerSchool including grades and attendance.

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

Monitor visitors using Raptor verification, ensuring safety protocols are met.

Monitor student sign-in as needed.

Coordinate substitute and classroom coverage as needed daily.

Liaison to substitute teaches/aides ensuring accurate communication of the school's needs and assignment details.

Liaison between Transportation Department and School Administration, ensuring accurate and timely communication.

Accommodate parent arrival for scheduled meetings and conferences.

Supports attendance administrative assistant when required.

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 abilities 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. 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 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 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.

(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, calculators, two-way radio, etc. Must be physically able 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, 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 and financial 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 position of Administrative Assistant II. 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 II.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected 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; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office 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 minimal 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 elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the position of Administrative Assistant II.

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

Date

Date