

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

Job Title: At Risk Administrative Assistant**Department: School Office**

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

Job Description**Date Reviewed: October 2020****Reports To: Principal****Purpose of Job**

The purpose of this job is to assist with data, student interventions, student rewards, and reports and focus on all the components of the At Risk program with fidelity. The At Risk Administrative Assistant will also assist in coordinating general office procedures related to the At Risk program, while serving as liaison between the Principal, School Counselors, teachers, students, and parents. 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.

- Identifies at-risk students based on appropriate data and attendance reports.
- Prepares written materials, such as failure letters, attendance reports, correspondence, etc., for the purpose of documenting activities, providing written reference and/or conveying information.
- Identifies at-risk students who are failing more than one subject.
- May assist with at-risk 504 students' cases for documentation.
- Schedules and may attend meetings (i.e. intervention meetings, parent/teacher meetings, etc.) for the purpose of gathering and disseminating information.
- Works with faculty, school counselors, and administrators to adapt curriculum and instruction to meet the needs of identified at-risk students.
- Contacts community resource organizations and agencies for the purpose of enlisting needed help for at-risk students.
- Contacts parents/guardians of at-risk students for the purpose of soliciting their help.
- Gathers culminating data on at-risk students for the purpose of building the program and keeping track of student progress.

- Maintains an at-risk student database for keeping track of interventions and the progress of the student.
- Assists with all student withdrawals and any exit interviews that may be deemed necessary.
- May provide reports to update court officials relative to attendance, grades, and office referrals.
- Coordinates all meetings with court service workers to give student updates and relevant information. May attend meetings for documentation purposes.
- Must commit to a high level of confidentiality in all aspects of the job functions.

Additional Job Functions

Performs other related duties as assigned by the supervisor for the purpose of ensuring the efficient and effective functioning of the school community.

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. Successful experience working with and mentoring at-risk youth is preferred.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and Instructional Support Services practices as they pertain to the performance of duties relating to the job of At Risk Administrative Assistant. Has general knowledge of 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, 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. Have good organizational, human relations and technical 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.

(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 At Risk Administrative Assistant I. Requires the ability to writer 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 At Risk Administrative Assistant.

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 At Risk Administrative Assistant.

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