

**TITLE** **Administrative Assistant – Federal Programs, Elementary Education & Accountability**

- QUALIFICATIONS**
1. Not less than a high school diploma or general equivalency diploma;
  2. At least one (1) year of experience so that with appropriate training, service may be provided in the specific role for which employed;
  3. Knowledge of office software, office machines, and computers; and
  4. Meets health and physical requirements.

**JOB GOALS** To prepare, transcribe, systemize, and preserve written communications and records.  
To maintain accurate records in regard to textbooks.

**ESSENTIAL FUNCTIONS**

1. Perform clerical duties including but not limited to
  - Use of excel and spreadsheets
  - Requisitions
  - Filing
  - Use of equipment
2. Purchase textbooks and curriculum materials for preschools through twelfth grade;
3. Maintain an inventory of all textbooks and materials for preschool through twelfth grades for all schools and the system
4. Coordinate with textbook representatives to ensure that textbooks and curriculum materials are received in a timely manner;
5. Assist when necessary in delivering textbooks to schools;
6. Purchase supplies for preschool teachers;
7. Purchase supplies for specialty teachers, counselors and science labs;
8. Maintain and up-date the preschool notebook for state inspection;
9. Coordinate field trips for preschool and enrichment classes;
10. Prepare monthly budget reports for preschool through grade twelve purchases;
11. Prepare and up-date county-wide curriculum alignment and county-wide assessments;
12. Assist anyone wishing to address the board with paperwork to request to appear;
13. Coordinate, collect, and scan all materials for presentation on BoardDocs;
14. Prepare the agenda for all board meetings on BoardDocs;
15. Act as secretary during board meetings and work sessions; record and prepare minutes of each meeting filing appropriately after approval;

16. Perform other secretarial duties as deemed necessary by the Supervisor- Federal Programs, Elementary Education and Accountability as well as the Director of Schools.

## **PHYSICAL DEMANDS**

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

## **VOCATIONAL PREPARATION**

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

## **TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Good interpersonal skills.
6. Good organizational skills.
7. Proficient in typing and proofreading skills.
8. Proficient in verbal and written communications.
9. Proficient in computer skills.
10. Ability to maintain accurate records.
11. Enthusiasm.

## CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Form Perception: To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
5. Motor Coordination: Ability to coordinate the eyes and hands or fingers rapidly and accurately in making precise movements with speed.
6. Manual Dexterity: Ability to move hands easily and manipulate small objects with the fingers.
7. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.
8. Data Perception: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

## WORK CONDITIONS

Typical work year begins July 1 and extends through the following June 30<sup>th</sup>.

Works in a normal office environment.

Typical hours are expected to be from 8:00 am through 4:00 pm

**NON-EXEMPT** from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

The immediate supervisor is the Supervisor – Federal Programs, Elementary Education & Accountability.

## GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.