

Job Title:	CTE ASSISTANT	Reports to:	Director of CTE
FLSA status:	Non- Exempt	Supervisor duties:	none
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	Organize, coordinate, schedule and perform office functions; coordinate communications between administrators, district and site personnel, parents, students and the general public		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Composes documents (e.g. correspondence, agendas, minutes, bulletins, reports, etc.) for the purpose of communicating information to school and district personnel, the public, state officials, etc.
- Maintains various records, schedules, files, rosters, etc. for the purpose of documenting and/or providing reliable information.
- Filing to include maintaining files in an orderly manner as required for administration, staff and students
- Processes documents and materials (e.g. schedules, agendas, mail, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to inquiries of staff, the public, parents and/or students, providing information and/or direction as may be required.
- Assists CTE Director with Program requirements, and record keeping
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Skills to operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation, perform basic arithmetic calculations.
- Must have courteous telephone manners, the ability to communicate effectively with school personnel, parents, and students, good work attitude with a positive and pleasant disposition.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Communication skills and traits that promote a child friendly atmosphere and be able to maintain confidentiality.
- Ability to accept change, be flexible and show initiative
- Must have appropriate data collection skills
- Goal planning and time management skills are essential

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- HS diploma or equivalent required
- Two years clerical experience in a school environment desired

Computer Proficiency: MS Office Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

WORK ENVIRONMENT:

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.