

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Administrative Assistant to the Assistant Superintendent for Instruction and Instructional Resource Team

Position Description

LOCATION: Central Office

JOB CATEGORY: Professional Support

PAY GRADE: Grade 7

FSLA: Non - Exempt

IMMEDIATE SUPERVISOR: Assistant Superintendent for Instruction

GENERAL DEFINITION AND CONDITIONS OF WORK

Performs a variety of complex administrative duties and provides support to the Assistant Superintendent for Instruction and the Instructional Resource Team (IRT). Processes and transmits information to school personnel and other organizations.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Serves as administrative assistant to the Assistant Superintendent for Instruction and the IRT greeting visitors and answering the telephones; processing mail; and preparing and maintaining files and records;
- Prepares general correspondence, memorandum, reports, contracts, and other materials from rough draft, copy, marginal notes, or verbal instruction;
- Answers correspondence as directed by supervisor; communicates orally and in writing effectively with school personnel, parents, and the general public;
- Checks and reviews a variety of data for accuracy, completeness and conformance to established standards and procedures;
- Collects and prepares data for records and reports;
- Maintains records and generates appropriate reports;
- Makes arithmetical calculations; requisitions supplies and materials for office;
- Tracks budgets associated with the Assistant Superintendent for Instruction and members of the IRT; generates purchase orders, submits payments, and maintains appropriate records related to

division-wide textbook purchases, professional development, and other instruction-related purchases;

- Works with the Federal Programs Coordinator and other members of IRT to understand, write, submit, and manage finances related to federal grants for Titles I, II, III, and IV and the School Improvement Grant; processes purchase orders and pays bills related to federal funding, including working with private schools;
- Supports Title I school staff in tracking their Title I budgets, processing purchase orders, and paying bills;
- Processes amendments, budget transfers, and reimbursements in OMEGA (state grant reporting system) related to federal grants;
- Assists with school division financial audits that occur on a cyclical basis related to the local budget and federal and state grants;
- Maintains appointment calendar, schedules appointments, conferences, and meetings;
- Attends meetings and takes notes of minutes; processes documents and other materials as needed;
- Assists and trains other clerical personnel, as necessary;
- Maintains knowledge of current laws and county policies/procedures affecting the office or school division;
- Complies with and supports school and division regulations and policies;
- Maintains confidential information of office related information;
- Models non-discriminatory practices in all activities;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- Performs related duties as assigned by administration in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of standard office practices, procedures, equipment and secretarial techniques; extensive knowledge of bookkeeping and managing spreadsheets, thorough knowledge of business English, spelling and arithmetic; thorough knowledge of agency programs and policies; ability to keyboard or word process accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to meet the public effectively; ability to operate a variety of office equipment; skill in the use of data and word processing equipment; ability to establish and maintain effective working relationships with others; ability to follow oral and written instructions.

Must be able to multi-task, work independently, and be focused and diligent regarding deadlines.

EDUCATION AND EXPERIENCE

Candidate must possess any combination of education and experience equivalent to graduation from high school including or supplemented by courses in office practices/procedures and extensive clerical and secretarial experience.

SPECIAL REQUIREMENTS

Candidate must possess good moral character and is expected to be a role model in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

This is sedentary work requiring stooping, kneeling, crouching, reaching, pulling, routine lifting up to 20 pounds, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work.

EVALUATION

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities by the supervisor