



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## Human Resources Department

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<b>Position Title:</b>	Administrative Assistant CTE	<b>Location:</b>	High School
<b>Reports To:</b>	CTE Coordinator	<b>Supervises:</b>	None
<b>Classification:</b>	Support	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Non-Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	12 months	<b>Salary:</b>	see <a href="http://lhUSD.org">lhUSD.org</a> website

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### Education and Experience Requirements

- High school diploma or equivalent.

### Certificates and Licensure Requirements

- IVP fingerprint clearance card through AZ Department of Public Safety

### Summary

- Under direction, the Administrative Assistant shall perform varied clerical and secretarial activities in the secondary school.
- This person shall be responsible for public relations and communication services for the CTE Coordinator.
- This position requires a pleasant and positive personality and must be able to work cooperatively with staff and public.
- This person must be able to maintain a calm and efficient manner when circumstances surrounding the position may be disturbing.
- The Administrative Assistant must be discrete, loyal, and efficient, and must be able to maintain in the strictest confidence information and business that is shared with that position.

### Qualifications

- Ability to relate well with students, staff, and public.
- Ability to communicate effectively, orally and in writing.
- Demonstrated knowledge of office practices and procedures
- Appropriate business correspondence
- Filing
- Computer literacy
- Possess basic skills in accounting and reporting procedures.
- Demonstrated typing skills.
- Ability to work effectively without direct supervision.
- Basic transcription skills are highly desirable, but not necessary.
- Good health, physical stamina, fitness and vitality
- Personal qualities associated with good human and interpersonal relations.



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### Responsibilities and Requirements

- Conduct the office routine of that facility under the direction of the CTE Coordinator
- Make appointments and handle all correspondence for the CTE Coordinator
- Assist in the conduct of activities wherever assigned in that facility: LHUSD Career and Technology Education department, associated partnerships with Western Arizona Vocational Education WAVE #50 (Joint Technical Education District {JTED}), and Mohave Community College (MCC)
- Assist in preparation of bulletins, newsletters, and parents and staff notification.
- Keep accurate records of CTE funded salaries, absences, employee start and leave dates, and monthly time and effort logs among both certified and classified personnel.
- Organize all CTE funded travel, manage travel requisitions, and communicate with travelers.
- Prepare reports and inventories for all CTE purchases and renewals; work with technology to renew licenses annually.
- Upload enrollment data into the Arizona Department of Education CTE Data Portal twice per year
- Assist in all tasks in student assessments, licenses, and certifications; maintain student achievement records for industry certifications 9-12
- Prepare and reconcile all grant-related budgets, purchase requisitions, and expenditures for CTE related expenses using District procedures and District software.
- Act as a liaison between the CTE Program and the District Office Grants Department
- Maintain purchase order documentation, communicate delivery of instructional materials, and follow up with vendors as needed.
- Keep an accurate inventory of supplies and order replacements when needed.
- Be of assistance to other staff and students whenever possible
- Responsible for performing those duties which protect the health and safety of students and employees.
- Perform other duties when assigned by the CTE Coordinator

### Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

### EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.