

Job Title: Administrative Assistant – Supervisor of Secondary Schools and Career Enhancement

FLSA Exemption Status: Non-Exempt

Term: 260

Minimum 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 Excel, Word, and some experience working with budgets; and
4. Meets health and physical requirements.

Job Objectives/Goals:

To perform duties as deemed necessary by the Supervisor – Secondary Schools and Career Enhancement

Responsibilities and Essential Functions:

1. Gather, analyze, and disseminate data related to career and technical education including but not limited to the local, state, and national labor markets;
2. Assist as needed with:
 - eplan
 - Competency Attainment Data Reporting (eTiger);
 - Carl Perkins Plan;
 - Placement and Follow-up Reports;
 - Baseline Performance Negotiations Report;
 - Annual Improvement Summary Report;
 - Reporting of CTE personnel changes appropriately;
 - CTE Report Card data review for core performance indicators;
 - Four-year Plan for equipment purchases; and
 - Professional Development Plan;
3. Screen calls and messages for the Supervisor – Secondary Education and Career Enhancement;
4. Handle correspondence when needed for the Supervisor – Secondary Education and Career Enhancement;
5. Complete reports as required;
6. Maintain appropriate records and filing system;
7. Purchase and maintain records for the Supervisor - Secondary Education and Career Enhancement;
8. Answer telephone, convey messages, and run errands;
9. Assume responsibility for knowing and following all safety rules and proper procedures;
10. Attend work on a regular and predictable basis; and
11. Perform other related duties as deemed necessary by the Supervisor – Secondary Education and Career Enhancement.

Skills and Abilities Required:

1. Good interpersonal skills.
2. Excellent organizational skills.

3. Proficient in verbal and written communication.
4. Proficient computer skills – including excel and word as well as experience with budgets.
5. Respect for confidentiality of information.
6. Ability to use time wisely.
7. Represents organization in a positive manner.
8. Enthusiasm.

Physical Demands:

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

Working Conditions:

1. Typical work year begins July 1 and extends through the following June 30th.
2. Works in a normal office environment.
3. Typical hours are expected to be from 8:00 am through 4:00 pm

Reports To: The immediate supervisor is the Director of Schools, but this employee will also work for, and respond to the Supervisor – Secondary Education and Career Enhancement.

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

