

Job Title: Administrative Assistant – Federal Programs, Elementary Education & Accountability

FLSA Exemption Status: Non-Exempt

Term: 260 days

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 office software, office machines, and computers; and
4. Meets health and physical requirements.

Job Objectives/Goals:

1. To prepare, transcribe, systemize, and preserve written communications and records.
2. To maintain accurate records in regard to textbooks.

Responsibilities and 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. Attend work on a regular and predictable basis; and
17. Perform other secretarial duties as deemed necessary by the Supervisor- Federal Programs, Elementary Education and Accountability as well as the Director of Schools.

Skills and Abilities Required:

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.

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

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 Supervisor – Federal Programs, Elementary Education & Accountability

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.

