TITLE

Administrative Assistant – Director of Schools and Supervisor - Secondary Education and Career Enhancement

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 GOAL

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

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 -
    - 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 Director of Schools and Supervisor – Secondary Education and Career Enhancement;
4. Handle correspondence when needed for the Director of Schools and 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 Director of Schools and 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; and
10. Perform other related duties as deemed necessary by the Director of Schools and the Supervisor – Secondary Education and Career Enhancement.

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

PREPARATION

The required employment preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.

2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.

3. Adaptability to dealing with people.

4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

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. *Manual Dexterity*: Ability to move hands easily and manipulate small objects with the fingers.

5. *Color Discrimination*: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

SPECIFIC JOB REQUIREMENTS

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.

WORK CONDITIONS

Typical work year begins July 1 and extends through the following June 30th.

Works in a normal office environment.

Typical hours are expected to be from 8:00 am through 4:00 pm

NON-EXEMPT from the requirements of the ***Fair Labor Standards Act*** in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

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.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.