POSITION TITLE: Administrative Assistant for Student Services and Testing and Accountability/PowerSchool
SCHOOL/DEPARTMENT: Split between Student Services and Testing & Accountability/PowerSchool
LOCATION: Central Services Building located at 2222-C South Fayetteville Street, Asheboro, N.C. 27205
PAY GRADE: Administrative Assistant Level
FLSA STATUS: None
REPORTS TO: Director for Administrative Services for Students and the Director of Testing and Accountability/PowerSchool
SUPERVISES: N/A
WORK WEEK SCHEDULE: Monday-Friday
WORK HOURS: Regular business hours; some possible evening and weekend hours
NUMBER OF MONTHS PER YEAR: 12

POSITION PURPOSE

Under general supervision performs a variety of clerical-secretarial and recordkeeping work in support of the operations of the Student Services Department and the Testing and Accountability/PowerSchool. Employee is responsible for preparing and processing purchase orders and requests for payment, and maintaining records of departmental accounts for local, state, federal, and specially-designated funds. Work also involves maintaining files and records; routing visitors and incoming calls; and preparing a variety of correspondence, reports, manuals, newsletters, brochures, etc. Position reports to the Director of Administrative Services for Students and Director of Testing and Accountability/PowerSchool.

MINIMUM QUALIFICATION STANDARDS

- General knowledge of the standard accepted principles and practices of bookkeeping
- General knowledge of school system rules and procedures
- Ability to operate common office machines, including common computer-driven word processing, spreadsheet, desktop publishing, graphics and file maintenance software.
- Ability to transcribe information and to prepare standardized forms, correspondence and reports from that information
- Ability to process documents, such as purchase orders, invoices, etc.
- Ability to instruct others in the use of PowerSchool
- Ability to sort and distribute documents
- Ability to maintain complete and accurate records and to develop standard reports from those records
- Ability to respond to questions based on considerable knowledge of the departments
- Ability to type accurately at a moderate rate of speed
- Ability to exercise tact and courtesy in frequent contact with schools personnel, parents, and the general public
- Ability to establish and maintain effective working relationships as necessitated by work assignments
- Ability to prioritize workload
• Ability to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects. Physical demand requirements are consistent with those for light to medium work.

EDUCATION, TRAINING, AND EXPERIENCE:
Graduation from high school with 2 year Associate degree in Office Administration or supplemented by college–level course work in bookkeeping, business, or a related field, and 1 to 2 years of experience in clerical work, preferably involving recordkeeping responsibilities; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Experience with PowerSchool and student records is preferred.

CERTIFICATION AND LICENSE REQUIREMENTS:
• Associate’s degree preferred
• Possess a valid North Carolina driver’s license

ESSENTIAL DUTIES AND RESPONSIBILITIES
• Utilizes computerized data entry equipment and various word processing, spreadsheet and/or file maintenance programs to enter, store and/or retrieve information (including PowerSchool) as requested or otherwise necessary; prepares and maintains a variety of financial records pertaining to departmental purchases, including preparing purchase orders, requisitions and invoices, and balancing and reconciling accounts for local, state, federal, and special funding.
• Keys/Types materials into form from typed, handwritten, or machine dictation using a variety of complicated formats in both print and electronic/digital for preparing correspondence, reports, forms, handbooks, manuals, catalogs, etc.; designs and prepares brochures and newsletters for distribution to school staff and community; assumes responsibility for correctness of spelling, punctuation, format, and grammar.
• Assists personnel in use of PowerSchool and troubleshoots problems as they arise. Assist personnel in checking PowerSchool data for accuracy.
• Assist in ordering, preparing and packaging test materials while maintaining confidentiality.
• Schedules various meetings, ensuring availability of rooms, equipment, materials, etc., as requested or otherwise deemed necessary; gathers information and assist in preparation of agenda and/or information packets.
• Establishes and maintains a variety of files, filing and retrieving material as requested or as otherwise necessary including confidential files.
• Maintains records of personnel’s attendance at workshops and records certification as appropriate.
• Receive and review incoming correspondence, give out detailed information regarding department activities and programs and refer calls or visitors to the appropriate person and/or department.
• Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
• Responsible for student record verification and transcripts. Responds to requests for records, attendance, etc. received from schools, individuals, colleges, and community agencies.
• Ability to make decisions without close supervision, and must be accurate, efficient and capable of handling detailed work assignments while maintaining confidentiality.

• Proven ability to work independently and self-motivated; also work cooperatively with other office personnel.

ESTABLISHED DATE OF POSITION: 8/3/2016
REVISED DATE(S): N/A
DISCLAIMER: The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employee assigned to this position. This position description may be revised by the supervisor, with HR review and approval, at any time.