

## JOB DESCRIPTION

<b>POSITION TITLE:</b> Administrative Assistant, Cobb Virtual Academy (CVA)	<b>JOB CODE:</b> 419
<b>DIVISION:</b> Accountability, Research & Grants	<b>SALARY SCHEDULE:</b> Office Clerical/Technician
<b>DEPARTMENT:</b> Cobb Virtual Academy	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director, Cobb Virtual Academy	<b>PAY GRADE:</b> Rank VII (NCT7)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides administrative support that includes complex clerical tasks, coordination of personnel schedules and meetings/events (final exams, orientations, etc.), and creation of critical documents that require numerical and financial skills, maintenance of manual and electronic filing systems that include personnel and student information, as well as provide general office support.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor degree or higher
2.	Certification/License Required: None
3.	Experience: 3 years of highly specialized experience or complex analytical work experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication. Proficiency in various technical applications including MS Word, Excel, PowerPoint, Access, and Expression Web. Demonstrated ability to learn and use various technology applications. Works independently with little direct supervision. Works collaboratively. Accepts responsibility and is self-motivated. Displays effective multi-tasking and time management skills. Strong interpersonal and customer service skills. Takes general direction to establish plans and manages assignments to completion. Knowledge of eLearning courseware (Blackboard preferred). Experienced in use of databases.

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Maintains appropriate department level data and keeps information current at all times.
3.	Establishes and maintains cooperative working relationships with students, parents, and schools.
4.	Monitors CVA enrollment and payments in registration database, including daily enrollment reporting to CVA administrators and local schools, and enrollment and maintenance of student/parent data in the online learning platform Blackboard.
5.	Prepares and processes financial transactions including receipting & reconciling tuition payments, issues refunds, and maintenance of tuition audit reports, reconciles budgets, prepares purchase orders and supplemental pay.
6.	Communicates effectively, both orally and in writing, with students, parents, program administrators, and other professionals.
7.	Updates and maintains CVA website with current and accurate information.
8.	Creates finished documents from notes or outline, letters, memos, project summaries, meeting agendas and minutes, spreadsheets, and presentations.
9.	Arranges and organizes meetings, interviews, evaluations, conference calls, and other planning needs.
10.	Coordinates walk-in registration, orientation, and final exam administrative details including verifying facility availability, coordinating faculty schedules, and preparing facility areas.
11.	Creates and maintains filing systems and files for school.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_