

EMPLOYEE NAME:

 Revised: 7/94; 2/95; 2/98; 7/08; 10/12;
 11/15; 1/16; 6/18; 6/21

JOB DESCRIPTION

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| POSITION TITLE: Administrative Assistant, Title I | JOB CODE: 487D |
| DIVISION: Academic/Teaching & Learning | SALARY SCHEDULE: Office Clerical/Technician |
| DEPARTMENT: Community Engagement & Title I | WORKDAYS: 238 |
| REPORTS TO: Supervisors, Title I | PAY GRADE: Rank IV (NC04) |
| FLSA: Non-Exempt | PAY FREQUENCY: Monthly |
| PRIMARY FUNCTION: Provides high quality administrative assistance and clerical services for the Title I Supervisors; communicates effectively with all stakeholders | |

REQUIREMENTS:

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| 1. | Educational level: High School or GED |
| 2. | Certification/License Required: None |
| 3. | Experience: Minimum 2 years of routine clerical experience |
| 4. | Physical Activities: Routine physical activities that are required to fulfill job responsibilities |
| 5. | Proficient Skills: Word processing, spread sheets, data bases, typing, oral and written communication |

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

ESSENTIAL DUTIES:

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| 1. | Demonstrates prompt and regular attendance. |
| 2. | Receives, dates, and distributes all mail and faxes. |
| 3. | Performs clerical duties- handles telephone communication, files documents, prepares, copies and distributes documents; composes and transcribes correspondence; maintains department calendar; arranges meeting space; prepares agendas, attends and records minutes for department and community meetings, and ensures equipment, resources and materials are set up in a timely manner. |
| 4. | Supports grant technician with Title I travel, supplemental pay, performance contracts, purchase orders, etc. |
| 5. | Prepares purchase orders, receives and distributes orders; monitors expenditures for materials and office supplies. |
| 6. | Operates office technology and equipment (copiers, fax, laminator, etc.); prepares documents using Microsoft Office Suite (Word, Excel, Power Point, Teams and other software). |
| 7. | Duplicates, collates and disseminates written materials to local schools and other appropriate personnel. |
| 8. | Special projects for Title I staff, as assigned by Title I Supervisors (Time & Effort, Inventory, Comparability, FACE, etc.). |
| 9. | Completes registration and travel documents for Title I Supervisors. |
| 10. | Maintains data and records related to programs for which the supervisors are responsible. |
| 11. | Sets priorities and performs duties; accordingly, works independently. |

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| 12. | Exhibits a comprehensive knowledge of the Title I program. |
| 13. | Promotes positive relationships with local school personnel, central office staff and the Title I community. |
| 14. | Performs all other duties as assigned by appropriate supervisor. |

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____