

PINON UNIFIED SCHOOL DISTRICT NO. 4

JOB DESCRIPTION

Position Title: Administrative Assistant – Career and Technical Education (CTE)

Terms of Employment: 11 Months

Salary: Classified Placement Schedule – Grade 7

FLSA Status: Non-Exempt

Benefits: Standard Package

QUALIFICATIONS:

1. Associate's degree or equivalent experience required.
2. Must have general knowledge in operations of office equipment and perform basic equipment maintenance.
3. Must be proficient with Microsoft Office Suite (Word, Excel, PowerPoint, OneNote, etc.)
4. Two years progressively responsible experience that involves the application of sound judgement, discretion, and principles and practices of administrative function in school setting or similar organizations, preferably in the school setting.
5. Skill in communicating courteously and professionally, both orally and in writing while working and working with the employees and the general public.
6. Must possess and promote positive and effective interpersonal relationship within the program, schools, departments, and the general public.
7. Skill in working in an environment subject to frequent interruptions, quickly changing priorities, and occasionally limited directions.
8. Must maintain strict level of confidentiality on all work and records.
9. Must have proven successful employment record.

JOB GOAL: To assist the Director of Career and Technical Education (CTE) by assuming responsibility for the overall operation of the program/school, and to maintain good public relations with students, parents, staff, and the general public.

DUTIES AND RESPONSIBILITIES:

1. Handles a variety of correspondence, reports, and other materials for the administrative office pertaining to parents, students, and staff; maintains confidentiality of information.
2. Maintains appropriate files as required.
3. Responsible for administrative and clerical support to the School Principal and Director of State and Federal Programs.
4. Responsible to the CTE Instructors by ordering, maintaining, disbursing of supplies, processing purchase orders and requisitions, and following through the receipt of the order.
5. Establishes and maintains financial, statistical, and/or other records and registers including the preparation of a variety of fiscal and statistical reports (i.e., the 40th Day, 100th Day, Program Enrollment in Vocational Education, and Graduate Placement).
6. Responsible to process work by use of State adopted software and web-based programs to scan and check student assessment data; provide participation and proficiency reports for all assessments; review data files to identify errors and make corrections.
7. Performs a variety of administrative and clerical support duties such as: establishes and maintains records and files of general correspondence, memoranda, reports, directives, and timesheets according to filing system. From brief oral instructions, initiates and/or completes a variety of narrative materials (i.e., correspondence, reports, policies, technical papers; arranges for meeting, conferences, travel, and competitions paperwork.
8. Receives visitors, answers and screens telephone calls, and provides information as appropriate, explaining general school and program policies and procedures.
9. Schedules appointments and maintains calendar and schedules meeting and activities for the CTE program.
10. With little or no instructions, assists with the planning, organization, preparation, and announcing the CTE related events and activities.
11. Generates reports and tracks students in Career and Technical Education classes.
12. Provides a welcoming environment for students, staff, parents and community members.
13. Receives and distributes incoming mail, and reviews outgoing mail for grammar, proper format, signature, attachments, and enclosures.
14. Establishes and maintains permanent student records and files and other related and necessary files as appropriate.
15. Other duties as assigned.

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PHYSICAL REQUIREMENTS: Frequently lifting and moving objects weighing over 25 pounds; occasionally lifts up to 50 pounds.

CONDITION OF EMPLOYMENT: Subject to background investigation to determine suitability for employment.

PERFORMANCE EVALUATION: This position is subject to a ninety (90) day probationary period evaluation; then subject to annual performance evaluation for contract renewal or non-renewal consideration in accordance with the Governing Board's Policy on Evaluation of Support Services Personnel.

REPORTS TO: Building Principal and Director of State and Federal Programs

I have received a copy of my job description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand I will be required to perform these duties and responsibilities.

Employee's Signature: _____

Date: _____