

# SCHOOL DISTRICT OF NEWBERRY COUNTY

## JOB DESCRIPTION

**TITLE:** Career Center/Administration Assistant

**FLSA:** Exempt

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### GENERAL SUMMARY

Assists the Principal in planning, directing, and implementing the curriculum for an individual school to ensure the educational development of each school through demonstrated planning, leadership, supervision, and administrative skills. Reports to the Principal.

### ESSENTIAL FUNCTIONS

Is effective in assisting the principal in the administration and coordination of the school's instructional programs to ensure appropriate instructional experiences.

Effectively directs the administration and coordination of the transportation, custodial, food and nutrition, and other support services of the school.

Provides appropriate assistance in the safety and administration of the school plant helping to plan and supervise fire drills, bus evacuation drills, and an emergency preparedness program.

Demonstrates the ability to provide competent staff leadership and supervision of school level instructional personnel to ensure understanding and implementation of educational objectives of the school.

Is effective in administering high standards of student conduct and enforcing discipline as necessary, according to the due process rights of students.

Assists in the supervision and evaluation of the school's extra-curricular programs.

Actively participates in the management and supervision of the attendance, conduct, and health of all students.

Demonstrates the ability to prepare schedule of classes, student assignments, and extra curricular activities.

Assists the principal in the selection, training, orientation, and supervision of school staff.

Is effective in communications with parents concerning the school's instructional and operational programs.

Presents a positive image of the School District of Newberry County at all times.

Performs other related duties as assigned or requested.

### JOB SPECIFICATIONS

#### **Education and Experience:**

South Carolina Teacher Certification with a minimum of five years of successful teaching experience or equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

**Knowledge:**

Knowledge in the development, planning, organization, implementation and management of instructional programs and practices designed to meet educational objectives and requirements. Knowledge of the standards, regulations, and laws relating to educational activities. Knows how to keep abreast of changes in policy, standards, procedures, and regulations pertinent to the school. Strong knowledge of word processing, e-mail, spreadsheets, electronic file management, the internet, and reporting and presentation software.

**Skills/Effort:**

Ability to develop and maintain effective working relationships with school and District staff. Ability to instruct others through explanation, demonstration and supervised practice, and/or make recommendations on the basis of technical disciplines. Ability to complete, process, and maintain required records, reports, and other information. Ability to develop and maintain effective communications with school and District employees, the school principal, and the general public. Ability to operate general office equipment including a computer, calculator, copier, etc. Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via e-mail, and manage electronic data and files in an organized manner.

**Working Conditions:**

School environment with little significant exposure to environmental conditions. Requires ability to work under a degree of stress related to duties that require considerable attention and working with students. Physical demands are restricted to school activities requiring movement/lifting items weighing up to 25 pounds. Occasional local travel required; occasional overnight travel required.

**Responsibility:**

Assists in the supervision of school staff and students.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**SIGNATURES:**

_____	Date: _____
_____	Date: _____
_____	Date: _____