

JEFFERSON COUNTY SCHOOLS
Job Description

POSITION: Administrative Assistant to the Assistant Superintendent(s)

IMMEDIATE SUPERVISOR: Assistant Superintendent of Curriculum and Instruction

FLSA STATUS: Exempt

EMPLOYMENT TERM: Minimum 240 days annually, pursuant to WV Code 18-5-45;
Extended employment terms may be established by JCBOE

MINIMUM QUALIFICATIONS: Bachelors Degree with office management experience required

SALARY: Pursuant to WV Code 18A-4-8a, in accordance with the Jefferson County Salary Scale

EVALUATION: Performance in this position will be evaluated by the Assistant Superintendent of Curriculum and Instruction and in accordance with WV State Code

JOB SUMMARY: The Administrative Assistant supports the Assistant Superintendent of Curriculum and Instruction through the completion of a variety of complex tasks.

PERFORMANCE RESPONSIBILITIES: Additional duties may be assigned.

- Maintains confidentiality, unquestionable integrity.
- Provides office, bookkeeping and administrative support.
- Assist with scheduling of professional trips and/or in-services.
- Produce reports to process purchase orders using the county accounting system.
- Possess a clear understanding of financial account codes and the financial process.
- Maintain a data base of current fund balances for each account associated with the Department of Curriculum and Instruction.
- Assist with the preparation for School Board Meetings and Student Expulsion Hearings.
- Possess an in-depth knowledge of West Virginia Sate Code and Jefferson County School policies and procedures.
- Maintain, update and post to web the Jefferson County Policy Manual and Standard Operating Procedures (SOP) manual.
- Maintain the C&I website
- Update, print for schools and post to web the Student-Parent-Staff Handbook
- Update Employee Bulletin
- Send to all staff by e-mail the Student-Parent-Staff Handbook and Employee Bulletin for the first day of the new school year
- Produce accurate work with frequent interruptions.
- Serve as a liaison between the Central Office and the public.
- Make necessary arrangements for activities and/or meetings.
- Establishes and maintain effective and positive relationships with Central Office personnel, employees, parents and the community.
- Maintain an inventory and coordinates the purchase of all office supplies, equipment and forms.

- Ensures the general upkeep of the shared office and supply areas.
- Keep administrators informed of all aspects of building/program requirements.
- Ensures that effective office procedures are established and maintained.
- Prepare accurate written communications, as directed.
- Prepares various reports and communication, as directed.
- Oversees a smooth flow of communication among all support staff. Directs the accurate distribution of all incoming mail and packages.
- Provides assistance needed to complete special projects.
- Complies with West Virginia State Law, West Virginia Department of Education and County policies and procedures.
- Accurately prepares county, state and federal reports from raw data, which includes generating charts and graphs on the computer as necessary.
- Greets visitors, answers phones, responds to inquires and accurately routes message.
- Multi-task; manage many responsibilities simultaneously.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral diagram or schedule form
- Ability to work effectively with administrators and other staff personnel.
- Experience with the operation of computers and software.
- Ability to produce reports utilizing the West Virginia Information System (WVEIS)
- Possess strong communication and interpersonal skills.
- Ability and willingness to learn and utilize new software programs as systems are upgraded, including but not limited to development and maintenance of database files, spreadsheets and word documents.
- Excellent keyboarding skills required with good grammar, spelling, and punctuation.
- Ability to perform duties in full compliance with county requirements and Board policies.
- Work in a cooperative fashion assisting the Curriculum Coordinators.
- Process trip/transportation, professional leave, supplemental pay, private vehicle use, travel expenses, chaperones, and volunteer forms.
- Process Fundraiser Requests.
- Collect Profit/Loss Statements for all Fundraisers and check for accuracy.
- Process Student Transfer Requests.
- Contact parents via written and oral communication regarding the status of their transfer request.
- Review all in-coming forms for completeness, accuracy and account codes.
- Review various projects, prioritize and complete prior to deadlines.
- Process purchase requisitions for textbooks/materials as needed.
- Date Stamp all in-coming documents.
- Maintain files of all Department of Curriculum and Instruction requests, letters, memorandums, etc.
- Assist with the development and preparation of documents, letters, memos, and databases.
- Maintain accurate and organized files of all relevant paperwork.
- Deliver messages in an accurate and timely fashion.
- Review and process all invoices that have accurately been matched to the accompanying purchase order.
- Contact appropriate school personnel, when necessary, to peruse missing invoices.
- Review up-coming dates for projects from coordinators.
- Deliver daily mail to each Curriculum Coordinator.

- Review status of fairs and field Days assigned to individual coordinators; keep current with data bases needed; print labels as needed, assist coordinators design and send thank-you notes to judges, keep count of ribbons, advise when to order.
- Assist with the planning and acquisition of needed supplies for fairs and field days.
- Assist Curriculum Coordinators in acquiring judges for fairs and field fays.
- Design and produce student certificates for fairs and field fays.
- Design and produce special certificates upon request.
- Attend School Board Meetings when requested.
- Update and copy the New Teacher Mentor Handbook.
- Assist Curriculum Coordinators with budgetary information regarding textbooks and available funds for all purchases.
- Copy and distribute report cards, assessment cards and other assessment instruments.
- Generate and maintain emails and group list-serves of new teachers, School Department Chairs, textbooks, team leaders, Local School Improvement Council memberships, PTO members, Faculty Senate Chairs, Curriculum Committee Chairs and principals.
- Inventory and order office supplies for the Office of Curriculum and Instruction.
- Maintain an accurate inventory and place orders for all textbook purchases.
- Ensures that the workload of office support staff is equitably assigned reassigns work when necessary, and may determine work priorities.
- Establishes and monitors all aspects of the office's messenger services, office maintenance and supplies.

QUALIFICATIONS:

Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate; Meet the qualifications outlined in WV Code §18A-3-2a.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 50 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet to loud (40-90 dB) depending on the assignment of the position. The employee continuously is interacting with the public, students and staff.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.