

Cape Girardeau Public School District No. 63
Job Description

Job Title: Administrative Assistant (Special Services Level III)

Terms of Employment: 12 month contract; 240 days

FLSA Status: Non-Exempt

Reports To: Director, Special Services

Brief Description of Position:

The Administrative Assistant for Special Services is responsible for providing a wide variety of complex and confidential administrative and secretarial support; monitoring program funds; communicating information on behalf of and acting as a liaison for the Director, Special Services to/with school staff, other school districts, auditors, public agencies, the public, etc.

Required Qualifications:

- High School diploma or equivalent; supplemented by minimum two years previous experience and/or training that includes secretarial or clerical work, or any equivalent combination of related education, training and experience which provides the required knowledge, skills and abilities to perform the essential job functions
- Must possess strong organizational skills as well as the ability to handle multiple projects professionally
- Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy
- Demonstrate excellent skills in computer word processing, spreadsheets and data bases
- Demonstrate analytical and problem-solving skills
- Must be team oriented with excellent interpersonal and communication skills
- Must maintain a high level of ethical behavior and confidentiality of information as required by law
- Demonstrated ability to meet and effectively deal with the general public in a courteous manner
- Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below

Essential Duties and Responsibilities:

- Assists in monitoring program related budgets for the purpose of providing information to assigned administrator(s) in order to ensure that program activities are funded appropriately and in compliance with all relevant District, state, federal and grant regulations.
- Compiles data from a wide variety of sources (e.g. time sheets, calendars, expenditures/budget, research, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.
- Maintains a wide variety of manual and electronic files and records for the purpose of providing documentation in accordance with administrative and legal requirements.
- Monitors assigned departmental activities and/or program components for the purpose of achieving goals; meeting target dates; and complying with financial, legal and/or administrative requirements.
- Orders and maintains inventory of supplies, forms and materials for the purpose of ensuring items' availability.
- Organizes a wide variety of meetings and/or program components (e.g. in-service events, presenters, workshops, travel and accommodations, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.
- Prepares a wide variety of reports, documents and correspondence (e.g. meeting materials, state reports materials, spreadsheets, multimedia presentations, etc.) for the purpose of assisting assigned administrator(s), documenting activities, providing written reference and/or conveying information.
- Processes a wide variety of documents and materials (e.g. purchase orders, leave forms, time sheets, expense receipts, etc.) for the purpose of supporting program activities, disseminating information, and maintaining compliance with program, District, state and/or federal requirements.
- Researches a variety of topics for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, state auditors, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules a variety of program related activities (e.g. meetings, workshops, presenters, travel arrangements, facilities usage, etc.) for the purpose of assisting in meeting staff professional development needs/requirements and ensuring the efficient utilization of funds, personnel, equipment and/or facilities.
- Supports assigned administrator(s) for the purpose of providing assistance with their administrative functions and meeting department and District objectives.
- Participates in a variety of meetings, workshops, trainings, etc. for the purpose of providing or receiving information, coordinating activities and supporting the achievement of department and District objectives.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 1, 2013