

ADMINISTRATIVE ASSISTANT – JOB DESCRIPTION

FLSA: Both Full-Time & Part-Time (Non-Exempt/Hourly)

Classification: Non-Certified, Non-Instructional

Calendar: See Below – Click [Here](#) for Calendars

Pay Frequency: See Below

PTO (Base): See Below – Refer to Policy 5.310

Reports to: See Below

Title	Location	Calendar / Year	Pay Frequency	PTO
Admin Asst (Office)	Central	260 Day / 12 Mth	Semi-Month	Vacation: 12, Sick 12
Admin Asst (Office)	Central	260 Day/Part Time	Semi-Month	N/A (Part-Time)
Admin Asst (FRC)	GCOC	200 Day/Part Time	Monthly	N/A (Part-Time)
Admin Asst (Office)	GHS	240 Day / 12 Mth	Monthly	Vacation: 10, Sick 12
Admin Asst (Office)	GTC	220 Day / 11 Mth	Monthly	Vacation: 5, Sick 11
Admin Asst (Office)	GTC	220 Day / 11 Mth	Monthly	N/A (Part-Time)
Admin Asst (Attendance)	GHS	200 Day / 10 Mth	Monthly	Sick: 10
Admin Asst (Guidance)	GHS	240 Day / 12 Mth	Monthly	Vacation: 10, Sick 12
Admin Asst (Guid & Office)	GMS	220 Day / 11 Mth	Monthly	Vacation: 5, Sick 11
Admin Asst (Guidance)	GHS	200 Day / 10 Mth	Monthly	Sick: 10
Registrar	GHS	240 Day / 12 Mth	Monthly	Vacation: 10, Sick 12

JOB SUMMARY

Performs administrative and office support activities for the Principal or Supervisor.

ESSENTIAL FUNCTIONS

- Receives incoming calls. Determines nature of the calls and provides information, takes and relays messages and/or directs calls to appropriate personnel, and returns calls as necessary.
- Types and file office correspondence, forms, purchase orders, and related materials (reports, charts, graphs) as necessary. Reproduces and collates materials in the form of booklets or leaflets as requested.
- Maintains confidentiality of reports, records, and personal experiences of a private nature regarding school system employees, students, and parents.
- Serves as Administrative Assistant to the Principal/Assistant Principal/Supervisor, including scheduling appointments for parent conferences.
- Act as school receptionist and greets the public by telephone as well as in person.
- Supervises student office workers.
- Makes hotel accommodations and meeting reservations for out-of-town events.
- Possess a general knowledge of business and instructional practices as necessary in the completion of daily responsibilities.
- Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department.
- Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to department operations and activities.
- Is able to effectively communicate and interact with subordinates, Supervisors, members of the general public and all other groups involved in the activities of the department.
- Is able to assemble information and make written reports and documents in a concise, clear, and effective manner.
- Possess good organizational, human relations, and technical skills.

- Possess the ability to comprehend, interpret, and apply regulations, procedures, and related information.
- Possess comprehensive knowledge of the terminology, principles, and methods utilized within the department.
- Possess the mathematical ability to handle required calculations.
- Is knowledgeable and proficient with computers. Is knowledgeable of procurement practices and budget management.

Administrative Assistant (Human Resources) Reports to: Chief Human Resources Officer

- Assists the Human Resources Department in the following areas:
 - Provides clerical support to the Human Resources Department.
 - Maintain the Applicant Tracking System (applicant status, posting positions, and assisting applicants with online applications as needed). Train and offer assistance to Principals/Supervisors as needed.
 - Assist with interview scheduling and/or applicant searching (when requested).
 - Enters job posting requisitions into application system and maintains all recruitment advertisements.
 - Schedules employment candidate interviews as needed.
 - Manages incoming hiring recommendations and prepares employment offer packages for new and transfer employees.
 - Schedules and monitors all pre-employment screenings throughout the new hire process.
 - Processes post-employment procedures such as TN New Hire, E-Verify reporting and meets with new hires to collect all required employment documents and issuing employee ID badges.
 - Initiates the provisioning of new employee accounts in the district's ERP/HRIS system.
 - Maintains and monitors all pre-employment issuance and post-employment collection of GCS property.
 - Meet with new hires to ensure new hire onboarding paperwork is completed.
 - Communicate/track the new hires ability to set up/access their Greeneville City Schools email account. Initiates communication with IT when technical issues arise.
 - Update/provide employee ID badges as needed.
 - Assists with maintaining the system's digital records system.
 - Attends and represents GCS at career fairs with or in place of the CHRO.
 - Assists with onboarding and training of new substitute teachers.
 - Verifies receipt of all required employee transcripts, employment verifications, licensure, and CPR credentials.
 - Assist with Career Fairs.
 - Continue to explore/establish/implement human resources functions of the HRIS system.
 - Assists with maintaining ongoing fingerprinting/background checks for all Greeneville City Schools employees.
 - Under direction of the CHRO, update and/or establish job descriptions and post revisions to the website.
 - Attend conferences and seminars as requested by CHRO to stay up-to-date on HRIS systems and compliance.

Administrative Assistant (Student Services) Reports to: Chief Student Services Officer

- Provides clerical support to the Chief Student Services Officer and School Psychologists.
- Tracking the budgets for the Special Education Department.
- Creates and prints all purchase orders for the Chief Student Services Officer.
- Codes all invoices to the appropriate account.

- Places orders from various vendors and ensures delivery to the appropriate school/department for the Chief Student Services Officer.
- Assists in updating and maintaining Student Section (Section 6) of the Greeneville City Board of Education Policy Manual.
- Maintain accurate records, collects data, and prepares reports.
- Maintains student special education records housed at the George Clem Operations Building.
- Completes annual notices for local media outlets.
- Facilitates the proper purging of special education records on an annual basis as required by law.
- Is efficient with EdPlan (software used for all special education records).
- Assists teachers with EdPlan, including adds and drops of student records and communication with other school districts.
- Processes regular reports for the Chief Student Services Officer from EdPlan.
- Acts as the district liaison for Homeschool and Homebound services for students.
- Assists with the distribution, training, and completion of the Alternate Assessment for Special Education Students.
- Assists with completion of required state and federal reports including, but not limited to: Semi-annual EdPlan Reports, Federal Civil Rights Data Collection Report, Alternative Education Report, Character Education Survey, Private School Evaluation of Services Report, and Civil Rights and Bullying Compliance Report.

Administrative Assistant (to the Assistant Director of Schools for Instruction) (KLCO)

- Receives all incoming telephone calls to the District office.
- Processes and distributes all incoming and outgoing mail/deliveries.
- Receives, records, and distributes permanent student records including transfers to/from city to county and among city schools.
- Edits and proofreads communication from central office administrators.
- Prepares written correspondence including press releases and distributes as appropriate.
- Prepares purchase orders and submits to vendors for instructional department material.
- Prepares purchase orders and submits to vendors for Pre-K department material.
- Maintains scrapbook of school system news-related articles.
- Assists in managing the instructional budget.
- Assists in regularly updating and maintaining instructional board policies.
- Manages system-wide professional development requests and coordinates logistics of request.
- Manages student teacher placement requests from colleges and universities.
- Prepares certificates for board recognition.

Administrative Assistant (to the Assistant Director of Schools for Administration & CTO) (KLCO)

- Developing Surveys
- Procurement
- Tracking for: Budget Spreadsheet/Trial Balance, Phone Bill /Erate, Attendance, Technology Orders, Plant Surveys, Work Orders, and Computer Protection Plans
- Oversees/Management of Kay's Cupboard

Administrative Assistant, Transportation & Coordinated School Health (GCOC)

Transportation – Reports to Department Head

- Maintains Transportation Software (routes, certifications, field trips...)
- Keeps mileage and student count spreadsheets bi annually for all routes.
- Answers the main phone for GCOC and disseminates necessary information to GCOC staff.
- Cuts all purchase orders for the Operations and transportation departments
- Assists with scheduling and conducting school bus safety training for all K-2 grade students.

- Files all annual inspections for all buildings.
- Prints Purchase orders and codes invoices.
- Maintains transportation documents DOT standards.

Coordinated School Health

- Schedules all employee physicals and drug screens
- Calculates screening data for state reports
- Prepares data screening results for mail out files for parents.
- Assists with annual health screenings
- Assists Nurses when necessary
- Develops MAR's for trips for school staff

Administrative Assistant (GMS) – Reports to: School Principal

- Maintain Greeneville Middle School calendar.
- Assist with Greeneville Middle School webpage.
- Record attendance via Power School.
- Assist with updating student information.
- Assists the Sub-Finder with locating Substitute Teachers via AESOP or direct calls.
- Timekeeper.
- Helps with registration, checks records and approves via InfoSnap.
- Maintain office flow.
- Maintain up to date information on staff (i.e. addresses, cell phone numbers).
- Prepare certificates for Awards Day.

Administrative Assistant, Guidance (GMS) - Reports to: School Principal

- Enrolls new students in Power School
- Provide clerical support to the Guidance Counselor including appointments for parent conferences and student requests.
- Maintain an attractive, neat office environment and up-to-date materials in the Guidance office.
- Maintain an inventory of the Guidance office supplies.
- Acts in place of school nurse as needed (If appropriate nursing licensure is held) including any and all nursing duties.

Administrative Assistant (GHS) - Reports to: School Principal

- Acts as the Sub-Finder by locating Substitute Teachers via AESOP or direct calls.
- Maintain office flow.
- Assists with timekeeping.
- Maintain up to date information on staff (i.e. addresses, cell phone numbers).

Administrative Assistant, Guidance (GHS) - Reports to: School Principal

- Provide clerical support to the Guidance Counselor including appointments for parent conferences and student requests.
- Utilize Microsoft Office to compose correspondence, bulletins, student handbooks, and memos.
- Act as Guidance office receptionist by phone and greeting office visitors.
- Direct phone calls and messages to proper recipients.
- Assist students and Teachers with routine questions or problems.
- Maintain accurate records, collects data, and prepares reports.
- Supervise student office workers.
- Maintain an attractive, neat office environment and up-to-date materials in the Guidance office.
- Prepare necessary information to enable the main office to make announcements pertaining to scholarship materials as it arrives in the Guidance office.
- Prepare progress reports as requested by parents and/or consulting Teachers.
- Maintain an inventory of the Guidance office supplies.

- Notify Central Office and the Board of Education of upcoming Guidance office functions.

Administrative Assistant, Attendance (GHS) - Reports to: School Assistant Principal

- Generates new attendance sheets and distributes them on a bi-monthly basis.
- Collects, files, and distributes attendance sheets on a daily basis.
- Creates and maintains student files.
- Develops a master attendance list and calls students and parents regarding absence.
- Distributes excused and unexcused notes to students on a daily basis.

Administrative Assistant, Guidance/Registrar (GHS) - Reports to: School Principal

- Responsible for processing all withdrawals and enrollments of students at Greeneville High School.
- Responsible for record keeping, filing and maintaining databases and physical copies of transcripts and educational records.
- Responsible for maintaining accurate documentation of residence and/or tuition status
- Proficient in the use of varying computer programs including MS Office Suite as well as student management software (currently PowerSchool)

MARGINAL JOB FUNCTIONS

- ✓ Maintain exceptional organizational skills.
- ✓ Possess the ability to maintain strict confidentiality.
- ✓ Possess excellent verbal and written communication skills.
- ✓ Requires the ability to write utilizing proper format, punctuation, spelling, and grammar.
- ✓ Requires the ability to learn and understand relatively basic principles and techniques, to make independent judgments in the absence of supervision.
- ✓ Ability to multitask in a busy work area, while maintaining a positive attitude.
- ✓ Requires the ability to deal with people (i.e., staff, Supervisors, general public, and officials).
- ✓ Exhibits polite and professional communication via phone, email, and mail.
- ✓ Is able to use independent judgment and work with little direct supervision when necessary.
- ✓ Responsible for performing additional duties as required by the applicable supervisor.
- ✓ Demonstrate personal characteristics expected of all Greeneville City Schools employees.
- ✓ Perform other duties as assigned by the Central Team, Principal, or Immediate Supervisor.
- ✓ At the school level, may be required to assist with the personal needs of handicapped students, (i.e. toileting, lifting, etc.)
- ✓ Demonstrate English proficiency in oral and written English.
- ✓ Complete Employment Intention Form annually.
- ✓ Complete required annual and safety training via the designated Training Management System each school year by the established due date.
- ✓ Routinely review Greeneville City Schools system email.
- ✓ Display ID badge in a visible location at all times when providing services for Greeneville City Schools.
- ✓ Enter absence information timely via the designated Leave Management System.
- ✓ Non-certified hourly employees are required to clock in/out daily via the designated Time Keeping System to accurately record time worked.
- ✓ Meet the necessary health and physical qualifications.
- ✓ Complete satisfactory background checks as required by the Tennessee State Department of Education and state law.

EDUCATION/EXPERIENCE REQUIREMENTS

- High school diploma or equivalent. Bachelor's degree preferred.
- Minimum of 3 years' experience in Administrative Assistant duties.

- Working knowledge of typing and office machines.
- Proficient knowledge of Microsoft Office.

EQUIPMENT/TOOLS

Calculator, computer, copy machine, facsimile, Microsoft Office, printer, telephone

PHYSICAL ACTIVITIES/WORKING CONDITIONS

Light (lift up to 25 lbs.), Occasional (over 15% and up to 40% of the time). Office environment. Other physical demands that may be required are as follows,

- Carrying
- Pushing
- Stooping
- Reaching.

PHYSICAL EXAMINATION REQUIRED

Post Offer Employment, Drug Test

TRAINING REQUIREMENTS

Alcohol/Drug Screening Guidelines, Automated External Defibrillators (AED)/HeartStart AED Demonstration, Bloodborne Pathogen Exposure Prevention, Drug Free Workplace, Employee Handbook, FERPA, Fire Extinguisher Safety, Hazard Communication-Right to Know, Sexual Harassment, Technology Responsible Use Policy, Youth Suicide

Administrative Assistant Guidance (GMS)/Admin Asst (GHS)/Admin Asst (GCOC)

Must have Basic first aid and CPR/AED certification, or agree to obtain within 90 days of employment.

Greeneville City Schools reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employee relationship remains "at-will." The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.