

**Administrative Assistant - CTE**  
**New Hanover County Schools**

**Job Description**

**Class: Classified**

**Dept: Instruction and Academic Accountability**

**TITLE: Administrative Assistant VI**

**QUALIFICATIONS:**

1. High school degree, Associate's degree or equivalent experience preferred.
2. Five years or more experience in office environment with responsibility for complex duties including database and query reports.
3. Strong computer skills.

**REPORTS TO:** Supervisor of Career Technical Education

**JOB GOAL:** To act as administrative assistant and support the operations of the Career Technical Education Department.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school issues.
2. Maintain strict confidentiality for all student records.
3. Ensure customer service by receiving, reporting and responding to written and phone inquiries in a timely and professional manner.
4. Assist with accurately managing and distributing materials for all local, state, and federal assessments.
5. Use 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.
6. Manage office workplace supplies and inventory; report and schedule maintenance/repairs.
7. Assist with compiling reports for schools, administrators, community groups and the school board.
8. Work with the supervisor to develop, plan and implement budget management strategies; generate monthly budget reports using district adopted software.

9. Schedule and maintain appointments and the department webpage.
10. Perform other related duties and responsibilities as requested by the Director.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** 12 month work year/At Will/FLSA NonExempt

**Starting Salary and/or Grade:** Grade 67

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate professionally with public, school personnel, parents, and central office staff while complying with the confidentiality requirements in local, state and federal policies and statutes.
- Functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to work independently, meet deadlines and accomplish specific tasks as requested.
- Strong organizational skills, ability to manage multiple tasks with a high degree of accuracy and efficiency.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.