

**Administrative Assistant
New Hanover County Schools**

Job Description

Class: Classified
Dept: Student Support Services

TITLE: Administrative Assistant VII

- QUALIFICATIONS:**
1. High School degree, Associate degree preferred or equivalent combination of education and experience.
 2. Five years of extensive, broad experience in an office environment with responsibility for a large variety of complex duties.
 3. Effective communication and computer skills.

REPORTS TO: Assistant Superintendent of Student Support Services

JOB GOAL: To act as the administrative assistant to the Deputy Superintendent and assist with all aspects of student support services for the New Hanover County School System.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to student support issues.
2. Maintain strict confidentiality for all student support matters.
3. Represent the Deputy Superintendent and the Board of Education through release and explanation of public and non-controversial information to parents, students, media and the general public.
4. Prepare agenda for administrative meetings; handle proceedings for planning major meetings; attend meeting to take minutes or notes and follow through on matters requiring correspondence.
5. Assist in monitoring department or program budgets; gather pertinent data, analyze requests and process information.
6. Maintain departmental personnel, financial and/or activity records; act as point of contact for the department and provide information or refer inquiries to proper personnel.

7. Receive and respond to inquiries and/or direct inquiries to other departments. Answer questions from employees and parents concerning policies, procedures or deadlines; explain the use of records or information.
8. Assist with research for student investigations, parent complaints and other personnel matters.
9. Write, edit, prepare, or coordinate the preparation of correspondence, reports, charts, graphs and other printed materials; research content items for correctness of presentation and applicability.
10. File and retrieve materials based on full knowledge of organization and activities.
11. Perform other duties and responsibilities as requested by the Assistant Superintendent of Student Support Services.

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: Twelve month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 71

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:

- Demonstrates functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Considerable knowledge of budgeting.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, parents and central office staff while complying with the confidentiality requirements in local, state, and federal policies and statutes.
- Ability to work with a high degree of accuracy.
- Strong organizational skills.
- Ability to interact and deal with the public in a professional manner.
- 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.