

**Administrative Assistant – Title I  
New Hanover County Schools**

**Job Description**

**Class:**       **Classified**  
**Division:**   **Instruction and Accountability**

**TITLE:**                   **Administrative Assistant VI**

**QUALIFICATIONS:**     1. High School Diploma. Associate Degree in Finance preferred or equivalent combination of education and experience.  
                                  2. Three to five years of experience in office environment with responsibility for complex duties including database.  
                                  3. Effective communication and computer skills.

**REPORTS TO:**           Executive Director of Elementary Education and Federal Programs

**JOB GOAL:**             To act as the administrative assistant to the Director of Elementary Education and assist with all aspects of the Title I operations 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 Title I issues.
2. Represent the Director and the Board of Education through release and explanation of public and non-controversial information to school employees, media and general public.
3. Develop and generate spreadsheets/databases to track implementation of Title I requirements; maintain strict confidentiality for all Title I matters.
4. Review and ensure the accuracy of outgoing correspondence, reports and/or reports of complex, procedural or program activities; prepare agenda and planning components for meetings.
5. Assist in monitoring department or program budgets; gather pertinent data, analyze requests and process information.
6. Work with the Director of Elementary Education to organize Title I events, perform all clerical tasks associated with the event, assemble information for distribution and communicate with schools, departments and public.

7. Collect and enter student information into the Consolidated Federal Data Collection System and the NCDPI Federal Data Collection System; assist in preparation for Title I DPI reports.
8. Assist the Budget Analyst with distribution and overseeing of Time and Effort Certification process for Title I schools; preparation and entering of Title I information in BUD system; processing transfers and budget updates for Title I schools.
9. Oversee the NCDPI Human Resource Management System (HRMS).
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:** Twelve-month work year/At Will/FLSA Non-Exempt

**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.
- Considerable knowledge of budgeting; knowledge of the Consolidated Federal Collection System and the NCDPI Federal Data Collection System.
- Functional knowledge of computers and all aspects of the Microsoft Office Professional software programs and Google Suite.
- Ability to work independently, meet deadlines and accomplish specific tasks as requested.
- Ability to learn, interpret, and explain policies, regulations and procedures.
- Strong organizational skills.
- 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.