

**Administrative Assistant – Instructional Services**  
**New Hanover County Schools**

**Job Description**

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

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

**QUALIFICATIONS:**

1. High School Diploma. Associate’s Degree 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 and query reports.
3. Effective communication, strong computer and accounting skills.

**REPORTS TO:**           Executive Director of Secondary Education

**JOB GOAL:**             To act as the administrative assistant to the Director of Instructional Services and to perform a variety of duties to the operations of the Instructional Services 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 instructional 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. Ensure customer service by receiving, reporting and responding to written and phone inquiries in a timely and professional manner.
4. Assist in monitoring department or program budgets; gather pertinent data, analyze requests and process information.
5. Prepare agenda for administrative meetings; handle proceeding for planning major meeting; attend meeting to take minutes or notes and follow through on matters requiring correspondence.
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 director to develop, plan and implement budget management strategies; generate monthly budget reports using district adopted software.
9. Schedule and maintain director's appointments and maintain the department webpage.
10. Maintain strict confidentiality for all personnel matters.
11. 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.
- Functional knowledge of computers and all aspects of the Microsoft Office Professional software programs, NC State Testing software/hardware systems and district adopted web authoring software, work order systems and budgetary 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.