

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. Use of google products is a plus.

REPORTS TO: Director of Curriculum & Instruction

JOB GOAL: To act as the administrative assistant to the Director of Curriculum & Instruction and to perform a variety of duties to the operations of the C & I 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. Work with the director to develop, plan and implement budget management strategies; generate monthly budget reports using district adopted software. Funding in this department includes local, state, and federal funding and budgets.
3. Assist in monitoring department, programs, and budgets; gather pertinent data, analyze requests and process information. Develop and generate spreadsheets, databases, and any additional documentation to track implementation of programs and requirements from NCDPI.
4. Maintain department, personal, financial, and activity records and act as point of contact for the curriculum and instruction department, including fixed asset inventory for C&I and the Minnie Evans Arts Center.
5. Payroll operator for a large team of exempt and non-exempt employees of both the C&I team as well as principals
6. Complete and submit extra duty payroll for teachers in district wide grant funded work for curriculum development and tutoring.
7. Maintain records of MOUs from the department of Curriculum & Instruction as well as schools division.
8. Schedule and maintain director's appointments and prepare for large district meetings when

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needed as well as administrative support during meetings.

9. Complies and submits leadership updates for weekly review and distributes weekly newsletter.
10. Represent the director through release and explanation of public and non-controversial information to school employees and general public.
11. Manage office workplace supplies and inventory; report and schedule maintenance/repairs.
12. Ensure customer service by receiving, reporting and responding to written and phone inquiries in a timely and professional manner; refer inquiries to proper personnel.
13. Maintain strict confidentiality for all personnel matters.
14. 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 69

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.
- Proficient knowledge of computers and all aspects of the Google Site, Microsoft Office Professional software programs, district adopted web authoring software, work order systems and budgetary software programs such as Munis.
- 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.
- Ability to work with multiple departments with a high degree of accuracy.