

Administrative Assistant - CTE
New Hanover County Schools

Job Description

Class: **Classified**
Division: **Instruction and Accountability**
Dept: **Career Technical Education**

TITLE: **Administrative Assistant VI-CTE (SPECIALTY)**

QUALIFICATIONS: 1. High School Diploma. Associate degree or equivalent experience preferred.
 2. Three to five years of experience in office environment with responsibility for complex duties including database and query reports.
 3. Strong computer and accounting skills.

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

JOB GOAL: To act as administrative assistant and support the operations of the Career Technical Education (CTE) 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. Assist the Director through release and explanation of public and non-controversial information to school employees as requested.
3. Ensure customer service by receiving, reporting and responding to written and phone inquiries in a timely and professional manner.
4. Develop and generate spreadsheets, databases and any additional documentation to track implementation of CTE requirements; maintain strict confidentiality for all CTE matters.
5. Review and ensure the accuracy of outgoing correspondence including reports of complex, procedural or program activities; prepare agenda and planning components of meetings and provide support during meetings.
6. Manage office workplace supplies and inventory; report and schedule maintenance and repairs.
7. Assist with CTE fixed assets and maintain required documentation.

8. Assist with compiling reports for schools, administrators, community groups and the Board of Education.
9. Work with the Director to develop, plan and implement budget management strategies; generate monthly budget reports using district adopted software.
10. Assist the Director with distribution and overseeing of Time and Effort Certification process for schools and sites where CTE staff is assigned; process encumbrances, transfers and budget updates in support of CTE programs.
11. Schedule and maintain appointments and assist with management of the department webpage.
12. 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.
- 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.
- 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.