



Crandall Independent School District

Job Description

Job Title: Administrative Assistant to Director of CTE **Wage/Hour Status:** Non-Exempt
Reports To: Director of CTE **Date Revised:** June 26, 2023
Dept./School: Crandall High School

Primary Purpose:

Under general supervision, performs technical accounting and bookkeeping, including inventory management. Work also involves updating and maintaining spreadsheets for purchase orders and inventory. The employee is also responsible for tagging CTE equipment with bar-coded fixed asset/federal equipment tags and maintaining CTE equipment site files. The employee will work closely with vendors to maintain pricing schedules and quotes, track order status for all CTE orders, and resolve issues with orders that have been placed. Provides support to the Director of CTE.

Minimum Education/Certification:

High School diploma or equivalent

Special Knowledge/Skills:

Excellent Customer Service

Good public relations skills to handle various situations dealing with visitors, administrators, and other staff

Skill in developing computer-generated documents and databases

Have good secretarial skills with a reasonable degree of proficiency in word processing.

Ability to communicate effectively both verbally and in writing

A basic understanding of graphic design is preferred.

Experience:

Secretarial experience or 30 semester hours of college credit or equivalent training and preferred secretary experience as an administrative secretary

Major Responsibilities and Duties:

1. Screens purchase order copies to identify items for a fixed asset and/or federal inventory item classification.
2. Mails, receives, and processes the fixed asset/federal inventory control log for each designated asset/inventory item.
3. Travels to site locations for on-site tagging of fixed asset/federal equipment for inventory tracking purposes. Also, will travel to sites to assist or complete the physical inventory of assets.
4. Maintains and updates the inventory system detailing all computer labs, supplies, materials, and equipment owned by CTE teachers in high schools and middle schools.
5. Maintains files of all CTE fixed asset acquisitions, adjustments, changes, transfers, and retired assets.
6. Performs and verifies data entry of acquisitions and other changes into the CTE inventory system.
7. Performs on-site inventory audits at various times throughout the school year at CTE high and middle schools.
8. Prepares and reconciles year-end inventories for all CTE high school and middle school locations and makes necessary reporting adjustments.
9. Reviews/audits payments on vendor accounts processed by accounts payable. Verifies vendor information, invoice data, and account codes.

10. Prepares appropriate documents, including requisitions, quotes, etc., for the purchase of materials, supplies, and equipment according to applicable laws, rules, procedures, and regulations.
11. Works closely with vendors to maintain pricing schedules, quotes, and tracking order status for all CTE orders and resolve issues with any CTE order through communication with vendors.
12. Receives, inspects for accuracy with purchase orders, and prepares all documentation of incoming orders for distribution to offices and all CTE high school and middle school sites.
13. Archives five years prior purchase orders for record-keeping, inventory queries, warranty information, or any inquiries that develop.
14. Prepares documents and information for career events, business partnership meetings, and other events.
15. Receives and manages telephone calls and visitors; facilitates problem-solving; gives detailed information regarding department activities and programs; refers calls or visitors to appropriate officials.
16. Process, write, edit, prepare, or coordinate the preparation of correspondence, reports, charts, graphs, and other printed or digital materials—researches content items for precedents, the correctness of presentation, and applicability.
17. Composes responses to incoming correspondence and composes letters (i.e., thank you, etc.) and memorandums for the supervisor's review.
18. Maintain, manage, and updates records for Civil Rights Audit for compliance and file system for all CTE teacher licensure and credentials.
19. Effective and professional communication skills that support the needs and requests of diverse stakeholders (colleagues, community members, and parents), linking the district and community communication.
20. Reviews, writes, edits, prepares correspondence, and records with necessary parties—screens and routes materials according to the content of the communication.
21. Manages multiple projects simultaneously, exercising strong skills to complete them by specific deadlines.
22. Demonstrates sound judgment in disseminating information and maintaining confidentiality.
23. Performs routine word processing and clerical duties for the communications and CTE Department, including editing and proofing.
24. Supports the school district's mission while demonstrating professional, ethical, and responsible behavior.
25. Participate in professional growth opportunities and illustrate initiative to promote professional growth appropriate to job assessments.
26. Review mail and make a necessary distribution.
27. Be available and communicate by phone, email, or video conferencing to confer with district personnel, students, and/or parents on a regular basis.
28. Assist CTE teachers/staff in completing district-required travel paperwork.
29. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Multi-line phone system; standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Print Name

Signature

Date