



# MONROE COUNTY SCHOOLS

Committed to Excellence • Focused on Success

## Monroe County Schools JOB DESCRIPTION

**TITLE:** Monroe County College and Career Academy (MCCCA)/CTAE Administrative Assistant

**PAY TYPE:** Classified, Non-Exempt

**CONTRACT/WORK YEAR:** 200-210 Days

**REPORTS TO:** MCCCA CEO

**PRIMARY FUNCTION:** To assure the smooth and efficient operation of the MCCCA office.

### MINIMUM REQUIREMENTS:

- High school diploma or GED, preferably with course work in business education.
- A reasonable degree of proficiency in typing, computer skills, and filing.
- Current knowledge of office procedures, organizational skills and the operation of common office equipment.
- Two years prior secretarial experience preferred.
- Ability to handle interruptions and adjust priorities.
- Meet state and local requirements concerning fingerprints and criminal background check.
- Be able to talk, hear, see, stand, walk, bend, stoop, sit, climb and lift items of approximately 25 pounds throughout the workday.
- Any other routine physical activities required to fulfill job responsibilities.
- Any alternatives to the above qualifications as the Board or Superintendent may find appropriate and acceptable.

### ESSENTIAL JOB DUTIES:

#### **Strategic Objective I – Attaining High Student Achievement and Success**

- Assist CEO and staff with tasks necessary to create a learning environment focused on the success of all students.
- Supporting middle and high school Career, Technical, and Agricultural Education (CTAE) teachers, Work-Based Learning & Youth Apprenticeship Coordinator, Dual Enrollment Instructors, Assistant Principal/CTAE Supervisor, and Assistant Superintendent for CTAE Executive Director/Academy CEO.
- Assisting students with completion of paperwork by for dual enrollment courses
- Assist counselors with annual plan for implementation of YouScience and use of results with students

## **Strategic Objective II – Developing Organizational Effectiveness**

- Processing purchases for all MCCA personnel - PO completion and submission (includes ordering, receiving, tracking and delivering items, as well as ) for all areas of CTAE and CCA
- Assisting the Assistant Superintendent for CTAE with the CTAE Office's local, state, and federal budgets
- Facilitating and supporting the CTAE Department's/CCA's operations, including scheduling events, correspondence with business and school personnel, etc.
- Creating Annual Reports with detailed information including photos for each of the CCA Pathways
- Collecting and filing Program of Work Extended Day reports for CTAE teachers
- Collect Travel Reimbursement requests and ensure associated documentation is included before submission.
- Submit purchase orders for End-of-Pathway Assessments and assist with coordination of EOPA's and administration as necessary.
- Maintain CTAE/CCA Calendar of Events
- Perform normal office routines and practices.
- Maintain records as required including attendance and discipline.
- Receive and route incoming calls.
- Maintain confidentiality of information in all areas.
- Establish and maintain an efficient filing and retrieval system.
- Use office machines and equipment efficiently and productively.
- Assist in the daily securing of substitute teachers as needed.
- Prepare reports, correspondence and other documents as needed.
- Participate in training programs to increase skills and proficiency in areas related to assignments.
- Complete assignments on time and in compliance with directions.
- Follow and enforce school rules, administrative regulations and Board policy as well as federal and state laws.

## **Strategic Objective III – Ensuring Student/Stakeholder Engagement & Loyalty**

- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Exhibit pleasant behavior and project a positive image when dealing with the public, employees, parents, and students.
- Helping to organize events and create printed materials for CCA events, such as Reality Check, Junior Leadership Monroe, Rising 9th Grade Pathway Fair, Senior Retreat, Advisory Committee Meetings, Mock Interviews, Lunch and Learn Sessions, Senior Signing Days, Senior Pathway Night, College and Career Fair, CTAE monthly Department meetings, etc.
- Maintaining MCCA website and timely updates, including monthly events calendar, images, Board of Directors, etc.
- Creating posts for MCCA's Facebook Page
- Setting up, providing snacks, copying agendas, copying minutes, copying additional documentation, and preparing CCA Board of Directors' notebooks for monthly meetings

## **Other Job Responsibilities and Duties**

- Demonstrate regular and punctual attendance.
- Meet professional dress requirements as outlined in the system personnel handbook.
- Adhere to the Code of Ethics for Educators in Georgia as established by the Georgia Professional Standards Commission.
- Perform other duties and responsibilities as assigned.

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Monroe County Board of Education policy regarding evaluation of personnel.

### **Important Notes**

#### **Essential Duties**

**Job Descriptions** are designed and intended only to **summarize the essential duties**, responsibilities, qualifications and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. **Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed - even if seemingly unrelated to the basic job.** Every employee has a duty to perform **all** assigned tasks. It should also be noted that the **order of performance responsibilities** as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

#### **Minimum Requirements**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.