

JOB DESCRIPTION

POSITION TITLE: Administrative Assistant, Cobb Innovation & Technology Academy	JOB CODE: 474B
DIVISION: Leadership	SALARY SCHEDULE: Office Clerical/Technician
DEPARTMENT: Leadership	WORKDAYS: Annual Administrative
REPORTS TO: Executive Director of Cobb Innovation & Technology Academy	PAY GRADE: Rank VII (NCT7)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides administrative support that includes complex clerical tasks, coordination of personnel schedules and meetings/events (final exams, orientations, middle school visits, business engagement events, etc.), and creation of critical documents that require numerical and financial skills, maintenance of manual and electronic filing systems that include personnel and student information, as well as providing general office support.	
REVISION DATE(S):	

REQUIREMENTS:

1.	Educational Level: High School Diploma or High School Equivalency
2.	Certification/License Required: None
3.	Experience: 3 years of experience in event management or responsible clerical duties
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; excellent interpersonal skills; strong customer service skills and e-mail etiquette; proficiency in various technical applications including MS Word, Excel, PowerPoint, Access, and Expression Web; demonstrated ability to learn and use various technology applications; works independently with little direct supervision; works collaboratively; accepts responsibility and is self-motivated; displays effective multi-tasking and time management skills; strong interpersonal and customer service skills; takes general direction to establish plans and manages assignments to completion; manages payrolls for all locations of the Cobb Innovation & Technology Academy. Knowledge of Munis preferred.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Operates computer and other office machines.
3.	Assists in preparing reports and correspondence as requested.
4.	Receives and routes incoming phone calls.
5.	Maintains appropriate location level data and keeps information current at all times.
6.	Establishes and maintains cooperative working relationships with students, parents, and schools.
7.	Utilizes the student information system to access information as needed for data collection.
8.	Maintains the CITA facility calendars.
9.	Assists in event setup and facilitation at Cobb Innovation & Technology Academy.
10.	Runs various types of reports for the Cobb Innovation & Technology Academy.
11.	Assists with backup bookkeeping responsibilities, attendance information, time entry, and pay records as assigned.
12.	Avoids behaviors that detract from staff morale.
13.	Assists with maintaining business and industry contacts for the Cobb Innovation & Technology Academy.
14.	Creates finished documents from notes or outlines, letters, memos, project summaries, meeting agendas and minutes, spreadsheets, and presentations.

15.	Coordinates middle school engagement activities.
16.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____