

JOB DESCRIPTION

POSITION TITLE: Administrative Assistant, Cobb Virtual Academy (CVA)	JOB CODE: 419
DIVISION: Accountability, Research & Grants	SALARY SCHEDULE: Office Clerical/Technician
DEPARTMENT: Cobb Virtual Academy	WORKDAYS: 231
REPORTS TO: Director, Cobb Virtual 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, 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): 12/25	

REQUIREMENTS:

1.	Educational Level: High School Diploma or High School Equivalent (HSE) required, bachelor's degree preferred
2.	Certification/License Required: None
3.	Experience: 3 years of highly specialized experience or complex analytical work experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication. Proficiency in various technical applications including Microsoft 365 Applications and district information systems. 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. Experience in use of databases.

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.	Maintains appropriate program level data and always keeps information current.
3.	Establishes and maintains cooperative working relationships with students, parents, and schools.
4.	Monitors CVA enrollment and payments in registration database, including daily enrollment reporting to CVA administrators and local schools, and enrollment and maintenance of student/parent data in CSIS, Synergy, and CTLS.
5.	Prepares and processes financial transactions including receipting & reconciling tuition payments, issues refunds, and maintenance of tuition audit reports, reconciling budgets, prepares purchase orders and supplemental pay.
6.	Communicates effectively, both orally and in writing, with students, parents, program administrators, and other professionals.
7.	Updates and maintains CVA calendars and communications with current and accurate information.
8.	Creates finished documents from notes or outlines, letters, memos, project summaries, meeting agendas and minutes, spreadsheets, and presentations.
9.	Arranges and organizes meetings, interviews, evaluations, conference calls, and other planning needs.
10.	Coordinates CVA events including verifying facility availability, coordinating faculty schedules, and preparing facility areas.
11.	Creates and maintains filing systems and files for the program.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____