**Administrative Assistant for 21st Century Learning Centers**

**ACE Program**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Director of 21st Century Learning Centers, ACE Program

**Dept/Campus:** Instructional Services Department **Paygrade:** PP-5

**Wage/Hour Status:** Nonexempt **Date Revised:** June 2021

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE / FUNCTION:**

The Administrative Assistant to the 21st Century Community Learning Centers Program Director performs general secretarial and clerical duties. Primary duties include assisting the 21st Century Program Director in the compilation and maintenance of reports, budget records, and dissemination of communications. The secretary performs all other job-related duties relative to the 21st Century Community Learning Center grant.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma or GED

Two years of college education preferred

**Special Knowledge/Skills:**

Proficient skills in typing and file maintenance and using personal computer and software to develop spreadsheets, databases, and perform word processing

Excellent organizational, communication, and interpersonal skills

Knowledge of school district organization, operations, and administrative policies

Professional appearance and serve as a positive role model

Ability to work independently

Ability to handle multiple priorities effectively, works under pressure, meets deadlines, and maintains confidentiality

**Experience:**

Two or more years of secretarial experience preferably in a public education environment

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Communicates with public, teachers, and other staff, answers the telephone, relays messages, answers questions according to prescribed procedures, opens and distributes mail, and collects information.
2. Makes appointments, schedules meeting locations and times, assists in contacting staff for various meetings and activities, and maintains a calendar for the 21st Century Learning Centers Program Director.
3. Serves as a resource person to staff in other areas and/or refers other to appropriate sources for correct information.
4. Attend meetings relevant to the 21st Century Learning Center guidelines.
5. Maintains appropriate documentation as outlined in the grant. Compiles information and statistics for reports requested by the Texas Education Agency.
6. Processes and maintains 21st Century Learning Centers payroll documentation for auxiliary and certified personnel and provides the central administration business office with needed information.
7. Maintains a filing and record system for 21st Century Community Learning Centers Grant.
8. Maintains records of expenditures and budgets for the 21st Century Learning Centers grant. Utilizes Skyward System: Enter requisitions and runs detailed expenditure reports. Ensures that appropriate accounts are being used and that sufficient funds are available.
9. Compose, edit, and maintain a wide variety of correspondence, reports, office records, contracts, forms, applications, and other details relative to the 21st Century Learning Centers grant.
10. Proofreads and edits correspondence and completed reports as requested by the Project Director to ascertain accuracy of data.
11. Processes district travel and professional development payments for21st Century Learning Center staff.
12. Maintain strict confidentiality, professional office standards, and conduct.
13. Collect, organize, and copy materials for meetings;
14. Coordinate and compile Board Agenda materials;
15. Order and maintain the inventory for supplies, equipment, and fixed assets for the 21st Century Learning Center sites.
16. Serve as the contact person concerning the submission and status of technology and maintenance work orders for the 21st Century Learning Center sites.
17. Maintain an accurate knowledge base and comply with state, district, and school policies and regulations concerning primary job functions; and
18. Performs other job-related duties as assigned by the 21st Century Community Learning Center Grant Program Director.

**EQUIPMENT USED:**

Computer, printer, calculator, audiovisual equipment, copier and multi-line telephone system

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written) and convey information and/or instructions to internal/external customers; maintain emotional control under stress; ability to see detailed information, naturally or with correction, manage others in a non-coercive manner, maintain a clear focus on customer service

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the room and/or facility. Duties also require repetitive hand motions; prolonged use of computer; moderate standing, stooping, bending, lifting/transport of up to 50lbs and the ability to work with frequent interruptions.

The foregoing statements describe the general purpose and responsibilities to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date