

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

Administrative Assistant - Career & Technical Education (CTE)

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Minimum of three (3) years related progressively responsible experience and / or training; or equivalent combination of education and experience.
3. Computer proficiency.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to perform highly responsible secretarial and administrative duties necessary to support the CTE Coordinator/CTE Department. Ability to operate a computer and utilize software applications for word processing, databases, spreadsheets, and other functions. Knowledge of office procedures and the operation of office machines and equipment. Ability to exercise independent judgment. Ability to establish and maintain effective working relationships with other departments, agencies, students, parents, school personnel and the public. Ability to efficiently and effectively manage multiple tasks. Ability to communicate effectively both orally and in writing. Ability to maintain confidentiality. Ability to compose effective and accurate correspondence and to deal with non-routine matters with minimum instruction. Ability to keep records and reference files, to assemble and organize data, and to prepare composite reports from such data. Ability to perform detailed office work including financial functions and bookkeeping tasks. Skilled in organization and time management.

REPORTS TO:

Coordinator of Career Pathways (CTE Coordinator)

SUPERVISES:

N/A

JOB GOAL

Provide assistance and support to CTE Coordinator, CTE Department, and all Levy career and technical education programs to include articulations, industry certifications, purchasing, travel, recruitment activities and increasing opportunities for college and career exposure to Levy CTE.

PERFORMANCE RESPONSIBILITIES:

1. Assist supervisor by planning, initiating, and completing all administrative office activities.
2. Support and assist the implementation of strategies for attaining the goals of Career and Technical Education programs.
3. Assist in the preparation and submission of annual CAPE budgets for each program and perform finance functions as assigned.
4. Assist in the preparation and submission of all federal and state reports related to CTE Grants.
5. Assist supervisor and CTE Teachers with coordinating, scheduling, industry certifications.
6. Proctor teacher and student Industry Certification Exams.
7. Coordinate all travel to include professional leave, special trips, and TDA Worksheets.
8. Assist with reviewing and processing purchasing requests.
9. Assist CTE Teachers and Supervisor in the planning and coordination of student visits to post-secondary institutions and industry tours to increase interest and expose students to opportunities.
10. Assist with identifying and supporting staff, students, and parents toward Florida Goal Seal Vocational and CAPE scholarship requirements.
11. Assist in maintaining reports required for filing with educational agencies including the comprehensive local needs assessment.
12. Assist in the development and preparation of materials for meetings or submission to the School Board.
13. Serve as the recording secretary for meetings and conferences as required.
14. Perform data entry, retrieval, and distribution functions.
15. Review and verify complex statistical and other reports for completeness and accuracy of computations; determine conformity to establish requirements and personally follow-up the more complicated discrepancies.

CAREER SPECIALIST (Continued)

16. Maintain updated and accurate files of general correspondence and business documents.
17. Maintain data, statistics and other information and prepare reports as required.
18. Make arrangements for meetings and conferences including space, time, and place.
19. Receive and route telephone calls; answering questions which may involve the interpretation of policies and procedures.
20. Maintain administrator's calendar as required; schedule meetings, conferences, industry certification testing.
21. Proofread and edit outgoing correspondence.
22. Operate standard office equipment as required by assignments.
23. Open, date, and distribute incoming mail.
24. Serve on school/district committees as required or appropriate.
25. Adhere to applicable safety standards.
26. Assist with maintaining a clean and orderly environment.
27. Be knowledgeable of and adhere to Board policies and departmental procedures.
28. Communicate effectively with the public, staff members, students, parents, administrators, other departments, and other contact persons using tact and good judgment.
29. Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
30. Demonstrate initiative in the performance of assigned responsibilities.
31. Demonstrate support for the school district and its goals and priorities.
32. Exhibit interpersonal skills to work as an effective team member.
33. Follow attendance, punctuality and proper dress rules.
34. Maintain confidentiality regarding school/workplace matters. Maintain expertise in assigned area.
35. Manage time efficiently.
36. Model and maintain high ethical standards.
37. Attend all staff meetings, workshops, and professional learning where applicable.
38. Participate in cross-training activities as required.
39. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
40. Prepare all required reports and maintain update and accurate records.
41. Represent the District in a positive and professional manner.
42. Respond to inquiries and concerns in a timely manner.
43. Other duties as assigned by CTE Coordinator in order to support College and Career Pathway opportunities in Levy County.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement Code 6
Group 5 of the ESP Salary Schedule
Board Approved: 4/23/24