



**JOB DESCRIPTION**  
Administrative Assistant I (CTAE)

<b>DIVISION:</b> Office of Academics	<b>GRADE:</b> 118
<b>DEPARTMENT:</b> Teaching and Learning	<b>WORK DAYS:</b> Annual
<b>REPORTS TO:</b> Director (Career Technical and Agriculture Education)	<b>FLSA STATUS:</b> Non-Exempt
<b>CLASSIFICATION:</b> Classified	<b>DATE:</b> 1/5/2021

**Our Mission:** Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

**Our Vision:** A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

**Our Guiding Principles:** **Equity** in our approach to decision making, **Ethics** to demonstrate our integrity, **Engagement** with our school community, and **Excellence** in everything we do.

**POSITION SUMMARY**

The Administrative Assistant I provides administrative support in-person and/or virtually to the supervisor. Duties include handling telephone calls, receiving and directing visitors. The incumbent serves as a liaison to other departments, staff, parents, and the community. The Administrative Assistant will also communicate at the direction of leadership work instruction and guidance to staff at various levels. The work performed by individuals in this job is confidential.

**MINIMUM REQUIREMENTS**

***EDUCATION:***

- High School Diploma or GED required.
- Associate's Degree or equivalent preferred.

***CERTIFICATION/LICENSE:***

- N/A

***WORK EXPERIENCE:***

- 1 year of clerical experience in a fast-paced environment required.

**KNOWLEDGE, SKILLS & ABILITIES**

- Ability to effectively communicate with district personnel, schools, the community, and families
- Ability to be flexible and adapt as needed between in-person and virtual environments
- Computer proficiency including Microsoft Office Suite and remote meeting platforms, such as Zoom and Microsoft Teams
- Excellent writing and communication skills



- Ability to work independently and in a team setting
- Attention to detail and organized
- Excellent customer service skills

#### **ESSENTIAL DUTIES**

- Answers phone, schedules appointments, and provides information regarding office district policies and procedures
- Screens, responds to, and/or distributes mail as appropriate
- Receives phone calls and walk-in visitors
- Schedules appointments and meetings to maintain supervisors' calendars
- Attends meetings to provide or obtain information
- Obtains, compiles, organizes, and prepares information and data for various reports, meetings/board agendas, ensuring information packages are complete and meet guidelines for submittal
- Coordinates special administrative projects as assigned to include assigning work, providing project information, giving guidance in support of project objectives, and prepares final report
- May act as lead to other staff ensuring smooth workflow, coverage of a position in the absence of an employee, and assists in interpreting policies, procedures, and processes and clarifies as appropriate
- Makes travel arrangements, including accommodations, rental cars, and airline reservations
- Reviews expense reports for completeness/submits for reimbursement
- Required to have prompt, regular attendance in-person or virtually and be available to work on-site, in-person during regular business hours, and as needed
- Performs other duties as assigned by an appropriate administrator or their representative

#### **PHYSICAL ABILITIES AND WORKING CONDITIONS**

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

**Vision:** Ability to read small print and view a computer screen for prolonged periods.

**Hearing:** Ability to tolerate exposure to noisy conditions.

**Speech:** Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.

**Upper Body Mobility:** Ability to use hands to grasp and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

**Strength:** Ability to lift, push, pull and/or carry objects which weigh as much as 15 or more pounds on a frequent basis.

**Environmental Requirements:** Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

**Mental Requirements:** Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress

**Remote Work Requirements:**



**Additional Work Conditions & Physical Abilities:** N/A

***The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.***

***This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.***