

Please Post
March 28, 2024

HAMILTON SCHOOL BOARD Notice of Non-Instructional Position Opening

March 28, 2024
Date

POSITION Administrative Assistant for Teaching & Learning Services

SALARY RANGE \$37,305.00 – \$52,515.00

DUTIES See attached job description.

EXPERIENCE PREFERRED Knowledge of detailed office procedures, financial functions, and the operation of office machines and equipment.

EDUCATION PREFERRED Two-year Degree, or responsible experience in complex secretarial work, or a combination of training and experience.

EFFECTIVE DATE OF VACANCY 2024-25 School Year

DIRECTION FOR FILING APPLICATION File application at www.hamiltonfl.com using the FastTrack online application system.

DEADLINE FOR FILING APPLICATION April 6, 2024

INTERVIEW INFORMATION Qualified applicants will be contacted regarding interview information. Meeting qualifications does not guarantee an interview.


Personnel Department

The Hamilton County School Board is an Equal Opportunity Employer

In compliance with Article VII of the Agreement Between the Hamilton County Education Association and the Hamilton County School Board.

Prior to recommendation for employment, the prospective employee must meet and pass Level II Screening and Drug Testing requirements. The screening costs are the responsibility of the prospective employee.

Persons with disabilities who require assistance to participate in the interview process are requested to notify the personnel Office at (386) 792-7816 in advance so their needs can be accommodated.

Hamilton County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services, or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Name/Title: Patrick Howell, Equity Coordinator
Office Address: 5686 US Highway 129 S, Suite 1, Jasper, FL 32052
Phone Number (Voice/TDD): (386)792-7805
E-mail address: patrick.howell@hamiltonfl.com

SCHOOL DISTRICT OF HAMILTON COUNTY

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT FOR TEACHING AND LEARNING SERVICES

QUALIFICATIONS:

- (1) Two-year Degree, or responsible experience in complex secretarial work, or a combination of training and experience.
- (2) Type and transcribe dictation accurately at a prescribed rate of speed.
- (3) High level of proficiency operating Microsoft Office Suites to include Word, Excel, Power Point, One Drive, and Teams.
- (4) High level of proficiency utilizing Skyward student and business applications.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of detailed office procedures, financial functions, and the operation of office machines and equipment; Considerable knowledge of office practices, grammar, spelling, and business correspondence; Knowledge of basic bookkeeping and mathematical skills; Ability to utilize technology for word processing and departmental programs; Ability to effectively multi-task in various situations; Ability to establish and maintain positive working relationships with others; Ability to deal effectively and courteously with the public.

REPORTS TO:

Director of Teaching and Learning

JOB GOAL

To perform secretarial and administrative duties applicable to the responsibilities and jurisdiction of the Teaching and Learning Department.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:
Service Delivery

- * (1) Answer telephone, route and make calls, record messages, answer questions, and provide information.
- * (2) Prepare, type, and/or update a wide variety of records, reports, special projects, letters, and documents.
- * (3) Perform clerical duties required by activities and functions of the program / department, including preparing and sending correspondence, receiving, and routing incoming and outgoing mail, and workshop preparation.
- * (4) Enter appropriate information into databases according to program and departmental guidelines.
- * (5) Create and maintain files and handle applications, reports, forms, grants, records, minutes, guides, manuals, and other assigned projects.

EXECUTIVE SECRETARY FOR INSTRUCTIONAL SERVICES (Continued)

- * (6) Maintain calendar for scheduling appointments, interviews, deadlines, arrangement for meetings, and program responsibilities as needed.
- * (7) Assist with or perform the duties of bookkeeper as directed.
- * (8) Maintain current information on all applicable policies and procedures and process routine matters within established policies.
- * (9) Prepare documents such as, but not limited to, purchase order requests, workshop training records, project reports and documents pursuant to instructional department guidelines and requirements.
- * (10) Develop layout for brochures, newsletters, flyers and like projects.

Inter / Intra-agency Communication and Delivery

- * (11) Act as a liaison between the schools and Director of Teaching and Learning if needed.
- * (12) Interact positively with multi-districts and/or multi-agencies.
- * (13) Assist the public by answering routine questions, scheduling appointments, and completing forms.
- * (14) Answer the telephone in a courteous and professional manner.
- * (15) Communicate effectively with the public, co-workers, school personnel and administration.
- * (16) Respond to inquiries and concerns in a timely manner.
- * (17) Keep supervisor informed of potential problems or unusual events.

Employee Qualities / Responsibilities

- * (18) Demonstrate initiative in the performance of assigned responsibilities.
- * (19) Model and maintain high ethical standards.
- * (20) Follow attendance, punctuality, and proper dress rules.
- * (21) Maintain confidentiality.
- * (22) Demonstrate organizational skills by performing many tasks simultaneously.
- * (23) Maintain positive relationships with co-workers, school personnel, parents, and administration.
- * (24) Participate in workshops and training sessions as required.
- * (25) Complete assignments with little or no supervision.

System Support

- * (26) Assist schools, consultants, and other departments as assigned.
- * (27) Provide typing, filing, duplicating, inventory, record keeping, and other general clerical duties as directed by supervisor.
- * (28) Prepare all required reports and maintain all appropriate records.
- * (29) Oversee operation and maintenance of office equipment and reporting malfunctions for necessary repairs.
- * (30) Follow all School Board policies and school policies and procedures.
- * (31) Exhibit the interpersonal skills necessary as an effective team member.
- * (32) Demonstrate support for the School District and its goals and priorities.
- (33) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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:

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

Job Description Supplement No. 05

*Essential Performance Responsibilities