

NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM

ADMINISTRATIVE ASSISTANT, INSTRUCTIONAL SERVICES

JOB DESCRIPTION

QUALIFICATIONS:

- *(1) High School Diploma.
- *(2) Valid Florida Driver's License.
- *(3) Minimum of five (5) years progressively responsible experience in a formal office setting.
- *(4) Computer proficiency.
- *(5) Type at a prescribed rate of speed.
- *(6) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Proficient oral and written communication skills. Positive interpersonal skills. Ability to handle a variety of semi-complex tasks at one time. Ability to work independently with minimum direction. Keyboarding skills commensurate with office requirements. Ability to accurately maintain financial records.

REPORTS TO:

Director of Instructional Services

JOB GOAL

To assist the project coordinators and supervisor in providing and accomplishing quality services to the member districts of both NEFEC and any other instructional program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Perform general support duties which include typing, word processing, photocopying, laminating, data entry, answering the telephone, taking messages, filing, scheduling appointments, preparing correspondence, general bookkeeping, general accounting, receiving and distributing correspondence for assigned project staff.
- *(2) Type and file confidential paperwork as assigned.
- *(3) Attend instructional and advisory council meetings with responsibilities including room set-up, taking and distributing of minutes and preparation of meeting materials.
- *(4) Coordinate the preparation of travel authorization and travel vouchers for instructional meetings and professional learning, and other specified activities.
- *(5) Assist in the preparation for instructional activities such as professional learning, conferences, and professional learning institutes which includes securing of facilities, development of program/workshop agendas, requests for approval of consultants, payment of consultant fees, registration fees/forms, receipts, preparation of kits, and others.
- *(6) Purchase and disseminate materials for professional learning and meetings.
- *(7) Proficiently use virtual meeting technology.
- *(8) Update assigned project webpages on a monthly basis.

Inter/Intra-Agency Communication and Delivery

- *(9) Serve as initial contact for superintendents, administrators, district instructional leaders, school staff, inservice contact personnel, and teachers regarding staff training activities.
- *(10) Orient new support personnel to instructional services.
- *(11) Develop a positive communication link with agencies and individuals contacting the NEFEC organization.
- *(12) Keep supervisor informed of potential problems or unusual events.
- *(13) Respond to inquiries and concerns in a timely manner.

Employee Qualities/Responsibilities

- *(14) Develop annual goals and objectives consistent with and in support of department goals and NEFEC's Areas of Focus.
- *(15) Demonstrate initiative in the performance of assigned responsibilities.
- *(16) Model and maintain high ethical standards.
- *(17) Report to work regularly and on time.
- *(18) Maintain confidentiality regarding work-related matters.
- *(19) Maintain positive relationships with other NEFEC staff, district personnel and others who contact the NEFEC organization.
- *(20) Participate in workshops, professional learning sessions as assigned.
- *(21) Complete assignments with little or no supervision.

System Support

- *(22) Maintain an accurate account of all project expenditures including the processing of requisitions, purchase orders, and invoices.
- *(23) Assist with data collection for annual reports and other assigned projects.
- *(24) Maintain revenue account or forward revenue to appropriate location.
- *(25) Coordinate the daily work schedule of temporary employees.
- *(26) Ensure that equipment is properly tagged for inventory.
- *(27) Assist in other offices or departments as needed or assigned.
- *(28) Submit accurate reports in a timely manner and maintain all appropriate records.
- *(29) Follow established policies and procedures.
- *(30) Exhibit interpersonal skills to work as an effective team member.
- *(31) Demonstrate support for the Consortium and its goals and priorities.
- *(32) Adequately plan all program and organizational functions within reasonable timeframes.
- *(33) Develop annual goals in support of the mission of the organization.
- *(34) Perform other tasks consistent with the goals and objectives of this position.

Worksite Service Standards

- *(35) Exhibit a positive and flexible attitude.
- *(36) Foster and develop a professional image.
- *(37) Demonstrate effective communication and collaboration with external stakeholders as well as co-workers.
- *(38) Exhibit compassion and humility.
- *(39) Promote a passion for learning and growing.
- *(40) Demonstrate initiative.
- *(41) Exhibit the ability to multitask and problem solve.
- *(42) Translate organizational purpose into observable behavior.

*Essential Performance Responsibilities

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.

Job Description Supplement 05

TERMS OF EMPLOYMENT:

Twelve months. Eight hours per day.

Compensation based on Pay Grade 20.

EVALUATION:

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