

21 CCLC Administrative Asst.

Morgan County R-I
Job Description

Qualifications: High School Diploma or equivalent and training or experience with office skills, computers, and the use of productivity software including Microsoft Office. Employees must also successfully pass a criminal background check. Preferences will include experience working with children.

Requirements (Essential Functions): Each employee in this position must be able to concentrate, think, learn, read, and communicate verbally and in writing.

Supervisor(s): 21CCLC Program Director

Job Goal: To work with supervisors, staff: students, and parents to facilitate a smooth, positive operation of the 21CCLC program.

General Expectations:

Each employee of the Morgan County R-I School District has a responsibility to help the district reach its mission. To meet that responsibility, each employee is expected to be honest, dependable, punctual, ethical, and possess good moral character. Each employee should care most about the welfare of students and should model the characteristics of a productive member of society. Employees are expected to follow all Board Policies, display a positive attitude toward the district and specific responsibilities of the position, and exhibit professionalism and work well with other staff members.

Specific Responsibilities:

Communication

1. Approving and recording daily notes from students to leave in a different manner than usual
2. Receive phone calls and ensure that messages are delivered to students and staff
3. Start preparing for 21CCLC program by sending home sign up brochures; collecting brochures and creating spreadsheets for enrollment and transportation

Organization

1. Perform a variety of secretarial duties; answering the phone; filing; copying
2. Printing out students schedules and keep a hard copy of student schedules for office use
3. Print out class rosters for teachers
4. Create, publish, and maintain a monthly program of events

Collaboration

1. Work closely with secretaries/principals to ensure the program runs smoothly, which includes the needs of staff/parents/students
2. Create, print out and email to newspaper information regarding the program
3. Keep the 21CCLC webpage current

Reports/Records

1. Document attendance and maintain KidsCare Database for all required records
2. Create, print and distribute progress at 4 week intervals
3. Maintain inventory of all grant purchased equipment and non-consumable supplies
4. Collect and maintain financial reimbursement requests from grant partners
5. Maintain a professional development record for all grant staff

Miscellaneous

1. Other duties as assigned by the Program Director.

Evaluations:

Each employee will be evaluated by his/her supervisor(s) on a regular basis according to evaluation procedures established by the Board of Education. Evaluations will be based on general expectations for all employees, and the specific responsibilities of the position being evaluated. Employees who fail to meet expectations will be given assistance and opportunity to improve, and must make every effort to improve and meet all expectations. Failure to improve and meet expectations may result in termination.