

**Roswell Independent School District
Job Description**

Job Title: ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF FEDERAL PROGRAMS

Reports To: DIRECTOR OF FEDERAL PROGRAMS

General Job Description:

Under indirect supervision, function as the Administrative Assistant to Director of Federal programs; act as a receptionist to those coming in contact with the Director.

Essential Duties and Responsibilities:

1. Type correspondence, reports, i.e. 20 day, 40 day, 60 day etc., agendas, minutes, memorandums and forms as directed by the Director.
2. Screen and route telephone calls and mail to proper office.
3. Maintain files and submit appropriate paperwork or reports.
4. Maintain office equipment and supplies; inventory and process work orders.
5. Assist staff with a variety of tasks, such as typing correspondence, requisitions, purchase orders and memorandums.
6. Prepare and maintain various reports and contracts, process contracts, requests for payment.
7. Log and distribute materials, equipment and/or supplies.
8. Assist with grant application for Carl Perkins and Pre-K grant proposals, including developing and monitoring budgets for both programs.
9. Track staff, provide forms, track leave, professional log, work agreements and reports as necessary or requested.
10. Assist with preparation and/or prepare budget documents for review. Process, post and balance budget expenditures and receipts.
11. Assist with Truancy Orientation data, track 5-day and 10-day absences referrals from elementary, middle, and high schools.
12. Upload state and Federal grants into the NM Web EPSS program and complete all required monitoring reports for assigned state and federal programs.
13. Maintain records and data on the M.E.S.A. program for participating middle and high schools.
14. Personal and professional task management through the use of technology.
15. Maintain confidentiality with sensitive matters.
16. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
17. Report to work on time and work no less than 7 hours per day.
18. Work independently with very little supervision.
19. May be required to arrange special functions, including luncheons, award ceremonies or social service projects involving students in need.
20. Attempt to deescalate parents/staff; listening/visiting with them about their concerns prior to them meeting with administrators.
21. Perform other related duties as assigned by your supervisor.

Supervisory Responsibilities:

May be required to supervise small staff of student workers.

Qualifications:

1. High School diploma or GED
2. Three years' experience in an administrative clerical position, at least one of which should have been in an educational environment.
3. Valid Drivers' license and Car Insurance (if traveling from site to site)
4. Computer systems, including data bases, Excel spread sheets, and word processing programs.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF FEDERAL PROGRAMS (CONT'D)

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature.. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site visits when needed. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date