



# Pickens County Schools

## Job Descriptions

### **STUDENT SERVICES ADMIN ASST**

**Title/Position:** Administrative Assistant to Student Services

**Retirement:** Teacher Retirement System of Georgia

**Terms of Employment:** 210 Days, 8 hours/day

**Salary:** Classified Salary Schedule Grade E (Starting pay \$16.00/hour)

**Reports to:** Chief of Student Services

**Qualifications:**

1. High School Diploma or equivalent.
2. Previous work experience in this field preferred.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

#### **RESPONSIBILITIES**

- Takes and transcribes dictation of various types, including correspondence, reports, notices, and recommendations.
- Obtains, gathers, and organizes pertinent data as needed, and puts it into usable form.
- Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence as instructed.
- Prepares Attendance Support Team (AST) folders and Hospital Homebound Packets.
- Schedules (AST) meetings.
- Helps maintain Hospital Homebound records.
- Helps prepare needed reports for the Department of Juvenile Justice and the Department of Family & Children Services.
- Participates in in-service training. Attends professional meetings as necessary.
- Handles telephone calls pertinent to student services of the system and the central office. Makes calls briefly, and to the point, in a courteous, professional manner.
- Welcomes visitors and arranges for their comfort, and screens unexpected callers in accordance with pre-determined policy.
- Manages the records of the Superintendent's office and aids and assists the system in maintaining and storage of all records and documents in compliance with the state's requirements.
- Does reports pertinent to the student services department.
- Prepares records for and assists with parent conferences, juvenile court, and home visits.
- Notary Public.
- Performs Central Office receptionist duties when receptionist is at lunch or away.
- Performs other related tasks assigned by the district administrators as designated by the Superintendent.

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

**FLSA Status:** Non-Exempt