



Job Title: Administrative Assistant III, College & Career Readiness

Department: College and Career Readiness
Reports To: Director, College and Career Readiness
Grade: CA-09
Number of Days: 12 Months
Security Access: ESC
Current Date: June 16, 2015
Overtime Status: Non-Exempt

Job Objectives: Maintain the College and Career Readiness Office and Programs

Minimum Qualifications:
High School Graduation

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Input approximately 1,200 RQ's annually for an almost \$2 million budget,
- Manage multiple federal grants (Carl Perkins, State CareerTech Funding, Lottery Grants, High Schools that Work, Carl Perkins Supplemental Grants, etc.).
- Compile several state and federal reports (CESI Enrollment, Salary and Teaching Schedules, High School Graduation, Follow-up, Form 2's, etc.).
- Manage daily office activity *Coordinate office staff of 6 people.
- Assist teachers and staff as needed with travel and ordering.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Computer skills including MUNIS and MS Office.
- Must pass TCC secretarial assessment test.

Supervisory Responsibility: Does not directly supervise any individuals.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Normal

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description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.