



Pickens County Board of Education Job Descriptions

ADMINISTRATIVE ASSISTANT TO THE ATTENDANCE OFFICER AND SCHOOL SOCIAL WORKER

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 12 Month

REPORTS TO: Attendance Officer/School Social Worker

QUALIFICATIONS:

1. High School Diploma and/or previous work experience.
2. (Kind and amount of specialized training required.)
3. (Kind and amount of prior job experience required.)
4. Such alternatives to the above qualifications as the Board and Superintendent may find appropriate and acceptable.

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.
- Maintains homeschool attendance files and approves proof of attendance letters for students drivers license.
- Files Certificates of Non-Compliance with the state.
- Edits Code of Conduct booklet yearly.
- Prepares Attendance Support Team (AST) folders, Homeschool and Hospital Homebound Packets.
- Schedules (AST) meetings.
- 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. Keeps personal calls to a minimum.
- 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 and assists tribunals, parent conferences, juvenile court, and home visits.
- Notary Public.
- Answer the phone for the receptionist when needed.
- All other duties deemed necessary to fulfill the needs of the Superintendent's Office.