

HARDEMAN COUNTY BOARD OF EDUCATION

10815 OLD HWY. 64
BOLIVAR, TENNESSEE 38008

Warner A. Ross, II
Director of Schools



(731) 658-2510
FAX (731) 658-2061

Job Description **Federal Programs Assistant**

Qualifications:

- High school diploma or GED
- A minimum of 2 years of clerical, office, or related experience
- Experience with Microsoft Office products, including Word and Excel
- Ability to learn software applications quickly and efficiently
- Effective organizational skills
- Proficiency in record keeping and attention to detail
- Proficient communicator with excellent interpersonal skills in dealing with district staff, school staff, parents, vendors, etc.
- Ability to work independently and as a self-motivated individual

Essential Duties/Responsibilities:

- Performs general clerical duties as requested.
- Works collaboratively with colleagues, supervisors, and administrators.
- Adheres to federal guidelines regarding all Federal Programs.
- Maintains documentation for all Federal Programs; organizes and disseminates information to appropriate personnel.
- Assists the Director of Federal Programs in completing reports as required by the Tennessee Department of Education. This may include gathering information, typing reports, getting appropriate signatures, and mailing by the deadline.
- Sets up appointments for the Director of Federal Programs.
- Maintains calendar of meetings for Director of Federal Programs.
- Makes travel arrangements for school district personnel.
- Prepares and distributes information to schools for Title programs.
- Assists with budget planning for Title I funds and expenditures.
- Reviews time sheets for personnel working in extended school day programs.
- Reviews and processes purchase requisitions and purchase orders.
- Assists with grant applications, amendments, and revisions.
- Works with deadlines and expedites time sensitive materials.
- Distributes monthly newsletter to parents of English Learners.
- Assists with maintaining Federal Programs inventory.
- Assists parents seeking information regarding Federal Programs.
- Serves as a liaison and supports families in transition by purchasing clothing and supplies for students.
- Maintains confidentiality with student records, office information, and sensitive materials pertaining to families.
- Performs other duties as assigned by the Director of Federal Programs, Director of Schools, and Deputy Director.

"Preparing for the Future, One Child at a Time"

Additional Duties and Responsibilities:

- Greets visitors and staff with a positive attitude and responds to their needs.
- Provides support to receptionist by receiving and forwarding incoming telephone calls.
- Handles requests and inquiries from the public and/or school district employees.

Terms of Employment:

- 12-month contract
- Benefits - position earns 1 sick and 1 vacation day per month