

**JEFFERSON COUNTY SCHOOL SYSTEM  
JOB DESCRIPTION**

**ADMINISTRATIVE SPECIALIST  
240-Day Contract**

**Qualifications**

1. BS degree preferred, minimum associate degree or comparable experience or training
2. Strong technology, written, verbal, organizational, and interpersonal skills
3. Meets health and physical requirements; able to lift 25 pounds

**Essential Duties & Responsibilities**

1. Performs clerical responsibilities to include answering phone and transferring calls to appropriate parties, photocopying, filing, faxing, and mailing;
2. Creates and modifies documents using all Microsoft applications;
3. Processes reports for PreK program, homeschooling and assessment programs;
4. Creates and maintains database for professional development records, PreK employees, instruction materials, office inventory, assessment, grants, curriculum & instruction, and associated budgets;
5. Serves as recorder at policy and negotiation meetings;
6. Processes orders for curriculum & instruction and assessment;
7. Assists in distance learning implementation; and
8. Performs other duties as assigned.