

Internal Supports Administrative Assistant
Job Description

POSITION TITLE	Internal Supports Administrative Assistant
REPORTS TO:	Internal Supports Director
Work Day:	Minimum 7.5 hours daily
Contract Period/Days:	236 Days
Salary Schedule:	Degreed or Operational Support
Classification:	Exempt or nonexempt dependent upon salary and contract days

ESSENTIAL FUNCTIONS

1. Represents REC IX and its programs and its member districts in a positive manner, interacting with the general public and colleagues.
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC IX programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC IX attendance policy is required. Attendance at mandatory REC IX or program meetings and professional development is required.
5. Promptness is required, including being present in the assigned workplace at set times and on a daily basis to provide consistency and continuity of educational services. Promptness for mandatory REC IX or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional, and courteous manner are required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and programming collaboration are required, and cross-program overflow assistance when needed is required.
9. Maintains an atmosphere that protects the privacy of confidential information pertaining to students and personnel records is required.
10. Understanding and compliance with the RECIX employee policy manual, technology policy, and R9 tracking system are required.
11. Communicates effectively and in a timely manner with the Internal Supports Director.
12. Ability to prioritize assigned tasks and work effectively alone and as part of a team.
13. Ability to work under pressure, manage time constraints and meet project deadlines.
14. Participates in intra-agency communications and reporting of Internal Support and event facilitation matters.

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REC IX does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, handicap/disability, serious medical condition, equal compensation, genetic information, pregnancy, sexual orientation, gender identity, veteran status, marital status or spousal affiliation in employment practices or the provision of services.

Region IX Education Cooperative

15. Works in consultation and collaboration with accounts receivable to ensure accurate billing and reimbursement for costs related to the event.
16. Responsible for event facilitation in collaboration with R9 department staff for internal events and R9 professional development. Event facilitation includes direct communication with contracting agency, booking of facility, lodging arrangements, ordering of food and beverage, ordering of AV and Technology, ensures room set-up for presenter, sets up online registration and website, creates and submits attendance and survey reports, creates and submits event certificates, creates name badges, creates and sets up signage, and anything else pertaining to event set up and procedures, maintains R9 calendar and meets high-quality expectations of each client.
17. Coordinates and monitors event timelines to ensure deadlines are met and services are provided within requirements.
18. Responsible for respectful communication and correspondence with R9 program directors, coordinators, staff, and clients to ensure events are properly supported.
19. Conducts research and visits sites as necessary.
20. Maintains a high level of customer satisfaction.
21. Ability to facilitate online meetings and webinars.
22. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but establishes the main expectations.

QUALIFICATIONS

High School diploma or equivalent, undergraduate credits preferred. Two years of successful work experience in regional cooperatives/public schools/or higher education institutions. Must be education and community-oriented, creative, and result-driven. Must demonstrate accuracy and timeliness in the completion of administrative activities. Must demonstrate strong interpersonal skills. Computer expertise in the Google platform, including the areas of word processing, database management, and spreadsheet production, and virtual meeting platforms, including zoom and google hangouts, is required.

PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

Ability to work under minimal supervision. Must exercise initiative and judgment in performing job duties. Possess ability to understand oral and written instructions. Exhibit writing ability appropriate for accounting practices, communication, reports, and budgets. Demonstrate verbal communications to describe, explain, detail, and ask questions. Possess motor ability to coordinate eyes, hands, and fingers in the operation of office equipment. Visual ability to see and read reports, documents, and records. Auditory abilities capable of performing phone communication and interaction with other individuals. Lift up to 50 pounds.

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Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Job Description Acknowledgement

I have received, reviewed, and fully understand the **Internal Supports Administrative Assistant** job description.

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____

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