

Job Posting

TENNESSEE SCHOOLS FOR THE DEAF KNOXVILLE

Administrative Assistant to the Director of Instruction

Position Currently Available

Job Location: TSD is located in Knoxville, TN at 2725 Island Home Blvd. Knoxville, TN 37920

Description: The DOI Administrative Assistant will assist the Director of Instruction in various departmental functions which ensure organization of department activities and functions are completed to enable student engagement and success in instruction at TSD.

Qualifications:

- Associates Degree
- American Sign Language (ASL) skills required
- Experience working with students
- Valid Tennessee Driver's License

Terms of Employment: Full-Time 12 month position

Essential Duties and Responsibilities:

- Maintain teacher timesheets, leave balance accruals and usage
- Assist with documenting student enrollment, attendance, and withdrawals
- Maintain federal programs bookkeeping and accounting duties.
- Manage secretarial duties including answering phone/video phone, typing, and filing.
- Manage various forms and documents including professional development forms and tracking data related to teacher leave balances
- Assemble information and make written reports and documents in a concise, clear, and effective manner

Preferred KSA's

- Ability to work independently using self judgement and discretion in performance of duties
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Effective communication skills with students, co-workers, parents, and others
- Maintain professional confidentiality of departmental information

Salary and Benefits

- State of Tennessee Salary Grade 022, \$2,169 - \$3,471
- Benefits include medical, dental, vision and life insurance, pension, 401(k) match, employee assistance program, personal and sick leave (PTO) and more.

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee School for the Deaf does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.

Job Posting**How To Apply**

Applications and Resumes can be sent to Employment@tsd.k12.tn.us Or Human Resources - 2725 Island Home Blvd. Knoxville, TN 37920

The applicant selected for this position must complete full background checks including fingerprinting. Background checks will be completed through TBI, FBI, DCS, TN Registry of Sexual Offenders, and TN Registry of Abuse.

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