

# **Administrative Assistant - Director of Teaching and Learning**

Dept/Div: Administration/Administration Support FLSA Status: Non-Exempt

## **General Definition of Work**

Performs intermediate skilled administrative support work developing and maintaining confidential records and reports supporting the complex and functions of office operations, positively greeting callers and visitors, monitoring and forwarding phone calls, addressing routine issues and problems, mail and direct inquiries, acting as a liaison between the office and other district staff, public agencies and members of the community, and related work as apparent or assigned. Work is performed under the general direction of the Cabinet Member.

## **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function listed below satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. This is not an exhaustive list of any or all functions a position could perform. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## **Essential Functions**

- Maintains the daily office needs of the Teaching and Learning Department; coordinates and works on department and district-wide projects; monitors and coordinates workflow with other staff and departments, communicates with administration, teachers, staff, and families
- Maintains ordering, receiving, shipping, and inventory of statewide assessments, serves as point of contact for schools/programs for troubleshooting with state testing, coordinates with technology on assessment platforms and data warehouses
- Assists with monitoring state and federal funding; assists with departmental, grant, and state and federal budgets; maintains related budget records in coordination with finance and program administrators
- Creates and monitors professional development activity requests; serves as the point of contact for professional development tracking system with questions, concerns, troubleshooting issues, and manages district approvals regarding the professional development tracking system
- Manages instructional texts and materials requests; orders curriculum and establishes a process and communication for shipping and receiving
- Assists with instructional materials management in collaboration with media specialists, including but not limited to: inventory, weeding process for outdated materials, contacting vendors for resale and purchasing
- Manages reporting and budgets for Title grants for public and non-public schools, and maintains time and effort reporting
- Supports Multilingual Learner Education with projects, curriculum purchases, and meetings
- Demonstrates excellent customer service to students, staff, parents, visitors, and the general public
- All other duties as assigned

## **Knowledge, Skills, and Abilities**

Thorough knowledge of the policies, practices, methods and techniques used in the administrative functions of a district through knowledge of prescribed school board policies and procedures; thorough knowledge of curriculum, instruction, and assessment thorough skill in oral and written communication; thorough skill in the use of personal computers and related software packages, hardware and peripheral equipment; ability to follow direction from others and to perform related office duties with limited supervision and oversight; ability to make

arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to type accurately and at a reasonable rate of speed; ability to meet the public effectively; ability to establish and maintain effective working relationships with district staff, administration, superintendent, the School Board, parents, elected officials, students, staff, and the general public. office; thor

### **Education and Experience**

Associates/Technical degree and considerable experience working with standard office programs, as an administrative assistant, or equivalent combination of education and experience. Bachelor's degree preferred.

### **Physical Requirements**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires reaching with hands and arms and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

None.