

## **JOB DESCRIPTION**

**Title:** Administrative Assistant, Curriculum and Instruction

**Primary Function:**  
**(Job Goal)**

- To assure the smooth and efficient operation of the administrative office to which the person is assigned.
- To assist the designated administrators in carrying out the duties of her/his administrative assignment.

**Reports To:**  
**(Accountability)**

Assistant Superintendent for Educational Achievement

**Supervisory Responsibilities:** None

**Qualifications:**

- High school diploma, relevant college course work preferred
- Must have strong communication, computer and interpersonal skills
- Computer literate
- Ability to type 60 WPM
- Possess skills necessary to create spreadsheets and databases as well as word processing documents
- Availability and willingness to occasionally work hours before and after the regular work day, as needed.
- Minimum 2 years experience in typical office setting
- Applicants able and willing to assist with Spanish/English translation will be given preference.
- Organizational skills necessary to maintain office files in an orderly and efficient manner
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Performance**  
**Responsibilities:**  
**(Essential Duties)**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrate support for the Mission, Beliefs and Goals of District 30-C.
- Uphold the established Board of Education policies, regulations and administrative procedures.

#### General Office Skills

- Welcome visitors entering office and refer them to proper contact.
- Answer phone and refer calls as indicated by nature of request.
- Perform customer service function with administrators, parents, students and other parties Receive, log and route UPS deliveries and any other outside deliveries.
- Stamps all outgoing mail and prepare for pickup.
- Prepare UPS shipments for pickup.
- Duplicate all materials, as needed, for presentations.
- Assists in the preparation of applications for all federal projects and grants.
- Prepares materials for the board packet as directed by the Assistant Superintendent for Educational Achievement or Curriculum Coordinators.
- Knowledge and use of proper grammar, punctuation, sentence construction both in speech and written work. Perform all routine clerical functions as needed.
- In general, perform other duties, as assigned.

#### Organizational Skills

- Obtain, organize, and type materials, as needed, for reports and presentations.
- Maintain database of ELL program and prepare reports for Assistant Superintendent's review and subsequent mailing.
- Maintain/update budget database for numerous grants.
- Organize all breakfast, lunch/dinner meetings, including participating in set up, take down and arrangements with caterer.
- Schedule and confirm appointments.

#### Office Machine Skills

- Ability to create and maintain all types of MS Office Documents, including Word, Publisher, Excel, Power Point and Access Database files.
- Has a working knowledge basic office procedures and operation of common office equipment.

#### Personal Qualities

- Is courteous and communicates well with the public.
- Works well with fellow employees.
- Arrives to work on time.
- Is prompt and thorough in completing assignments.

- Is willing to do extra without being asked.
- Is efficient and attends to details.
- Assist district office administration, when requested.
- Assist other secretaries in office, when requested.
- Demonstrates professional problem solving strategies.
- Understands and demonstrates appropriate professional dress and appearance in a business office environment.
- If able to understand and speak a foreign language, the willingness to assist with tasks that require translation.

**Terms of Employment:** 260 days, 8 hours per day

**Evaluation:**

Performance of this job will be evaluated in accordance with the provisions of the Board of Education's policy on Evaluation of Educational Support Personnel.

\_\_\_\_\_  
Employee Signature      Date

\_\_\_\_\_  
Supervisor Signature      Date

Copy to Employee and Supervisor