**Title:** **Administrative Assistant to the Department of Teaching & Learning**

**Reports To:** Assistant Superintendent for Teaching and Learning

**Job Goal**: To serve as an Administrative Assistant for the Department of Teaching and Learning. Assist and support all activities related to district teaching and learning functions.

**Essential Duties and Responsibilities**

**1. Executive & Administrative Operations**

- Provide administrative support to the Assistant Superintendent and department staff, including calendar management, meeting coordination, and drafting, editing, and proofreading departmental communications.
- Serve as the primary administrative point of contact for the Department of Teaching & Learning, performing daily clerical tasks and maintaining organized departmental records and files.
- Help maintain the overall smooth running of the administration building, including monitoring the visitor doorbell system, greeting visitors, and assisting them as needed to ensure a welcoming experience.
- Maintain strict confidentiality in the performance of all assigned duties and handling of sensitive records.

**2. Professional Learning, Events & Orientation Logistics**

- Organize, coordinate, and communicate all district professional learning initiatives, handling registration, agendas, session materials, facility setups, participant feedback surveys, and evidence of completion forms.
- Coordinate all logistics for summer professional learning opportunities for teachers, including managing registration and approvals, maintaining the master calendar, and overseeing compensation tracking/timesheets.
- Coordinate the operational and logistical details for institute days, in-service days, and school improvement planning days, including required state agendas, sign-in sheets, session evaluations, and evidence of completion forms.
- Coordinate all logistics for new staff orientation programs, including room reservations, session scheduling, and preparation of orientation kits/materials.
- Handle registration for district teachers and non-public school staff attending external workshops and conferences.
- Coordinate the logistics of summer school programs and tutoring initiatives, including registration, scheduling, instructional materials, and required student/staff paperwork.

- Assist in the planning, organization, and implementation of educational programs, workshops, and events for teachers, students, and parents.

**4. Financial & Grant Administration**

- Coordinate and process timesheets, stipends, and payroll documentation for all department activities, workshops, and committee work, ensuring accuracy and timeliness.
- Assist in managing departmental budgets by processing purchase requisitions, check requests, and invoices, and tracking routine department expenses.
- Support the Assistant Superintendent with grant administration, ensuring all required state and federal documentation is filed accurately and on time.

**5. Instructional Resources & Assessment Management**

- Prepare, update, and distribute curriculum guides, resource materials, and revised instructional information.
- Maintain inventory records for textbooks and instructional materials, assisting school sites with procurement needs.
- Support the administration of standardized testing by managing assessment materials, tracking distribution, and maintaining test-related records and reports.
- Prepare routine district, state, and federal reports as required.

**6. Additional Responsibilities**

- Perform other duties as assigned by the Assistant Superintendent for Teaching and Learning or district administration.

## Qualifications, Education & Experience

- **Education:** High school diploma or equivalent required; Associate's degree or post-secondary coursework in administrative office management, business, or a related field preferred.
- **Technical Skills:** Advanced proficiency with modern productivity platforms (Google Workspace, Microsoft Office) and web-based applications
- **Core Competencies & Abilities:**
    - Exceptional administrative assistant skill set, including sharp organizational, time-management, and multi-tasking abilities.
    - Strong attention to detail with high accuracy in proofreading, data entry, and record-keeping.
    - Excellent written and verbal communication skills with a customer-service orientation toward staff, families, and district office visitors.

- Proven ability to exercise high levels of discretion, sound judgment, and confidentiality.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

**Education and Experience:** The employee will be a high school graduate with post-secondary education/training, prior general office experience preferred; possess the needed word processing (60 wpm) and general office skills; use various hardware and software programs involving finances, student information, and staff attendance; and be able to prioritize tasks, address multiple tasks simultaneously, organize projects, and assume responsibility for completion.

**Language Skills:** The employee must possess the ability to read, write and comprehend multi-step instructions, short correspondence, and memos; and demonstrate the ability to effectively and succinctly present information to students, staff, parents and administrators.

**Mathematical Skills:** The employee must possess the ability to add, subtract, multiply and divide in all units of measurement, using whole numbers, common fractions, and decimals; and the ability to compute rate, ratio, and percent.

**Reasoning Ability:** The employee must possess the ability to apply common sense understanding to carry out detailed written and oral instructions; and the ability to deal with problems involving a few concrete variables in standardized situations.

**Other Skills and Abilities:** The employee possess the ability to work well with others; the ability to maintain composure under stressful situations; the ability to develop effective working relationships with students, staff, and the school community; the ability to communicate clearly and concisely both orally and in writing; the ability to perform duties with awareness of all district and Board of Education policies; and the ability to understand confidentiality and to abide by confidentiality regulations.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to lift and/or move up to 20 pounds such as equipment and supplies. The employee is regularly required to reach with arms and hands. The employee is regularly

required to stand, walk, talk and hear. The employee is required to sit, to use hands and fingers to feel objects, tools or controls. The employee is occasionally required to bend at the trunk. Specific vision abilities required by this job include close vision and peripheral vision. The employee needs to be able to tell where a sound is coming from.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is generally that of a regular office environment. The employee is exposed to viruses at a greater risk than the average person. The employee must work with the public and other staff, continuously meeting multiple demands from several people.

**Terms of Employment**
Twelve-month work year; salary, work year, and work schedule to be established by the Board of Education.

**Evaluator**
Assistant Superintendent for Teaching & Learning

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed by this position. The individuals currently holding this position perform additional duties, and additional duties beyond those may be assigned.*