

School District 145 - Waverly

Human Resources

Job Title: Central Office Administrative Assistant: Teaching/Learning & State Reporting

Location/Department: Central Office

FLSA Status: Non-Exempt ▾

Physical Class: Light Duty ▾

Number of Workdays: 12 month

Terms of Employment: At Will Position ▾

Employment Classification: Regular ▾

Evaluation: Completed by the Superintendent or Designee

It is the policy of District 145 not to discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical conditions, or other protected status in its educational programs, admission policies, employment policies, or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Director of Human Resources.

Requirements

Education Level: An associate's degree in Business Administration or a related field is preferred, or experience with payroll, benefits, and/or insurance.

Certification: Any Administrative Assistant who has a Bachelor's Degree from an accredited college will have an additional \$1.00 added to their base pay.

Any Administrative Assistant who has a 2-year associate's degree from an accredited college will have an additional \$0.50 added to their base pay

Official transcripts must be sent, reviewed, and approved from the Central Office before additional amounts are added to the base pay.

Essential Functions: The essential functions of the Administrative Assistant position include:

1. Regular, dependable in person attendance on the job.
2. The ability to perform the identified tasks and performance responsibilities listed below.
3. The ability to perform the following physical requirements.

This is a generalized job description. Specific duties and responsibilities may vary, depending on the assigned department or school.

Job Overview: The Central Office Administrative Assistant: Teaching/Learning & State Reporting oversees systems within the district that support teachers, curriculum, and assessment. This position involves handling a wide range of administrative duties that directly support teaching/learning and the management of state reporting requirements. This position will be primarily supported by the Director of Teaching and Learning and the Director of Special Education and Student Services.

Key Responsibilities

State Reporting Management:

- Maintain accurate and up-to-date reporting records for the Nebraska Department of Education.
- Maintain accurate and up-to-date Civil Rights Data Collection (CRDC) records for the U.S. Department of Education.
- Serve as the primary liaison between District 145 and the Nebraska Department of Education.
- Oversee the management of all Medicare reporting requirements.
- Work in partnership with central office directors and building administrators to ensure accurate and timely data is being reported.

Teaching and Learning Support:

- Work in partnership with the Director of Teaching and Learning to organize and manage district professional learning.
- Work in partnership with the Director of Teaching and Learning to maintain updated personnel records in the district's appraisal platform. (revise)
- Work in partnership with the Director of Teaching and Learning to organize and upload student benchmark assessment data.
- Work in partnership with the Director of Teaching and Learning to assist in the overall management of curriculum materials.
- Work in partnership with the Director of Special Education and Student Services to maintain accurate and up-to-date special education records for students who receive such services.
- Work in partnership with the Director of Special Education and Student Services to support and manage record-keeping and data entry.
- Work in partnership with the Director of Teaching and Learning to create, maintain, and oversee systems related to district-wide scheduling for local and state reporting.

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Communications Support:

- Work in partnership with the Superintendent to update board policies on the district website.
- Work in partnership with the Director of Human Resources and Communications and the Director of Technology to maintain the district website.

Administrative Support:

- Assume the primary responsibility of handling incoming phone calls and providing customer service.
- Work in partnership with others to manage office supplies, equipment, and resources.
- Provide general administrative support to central office administrators, school administrators, staff, and faculty.
- Manage the distribution of staff and visitor ID badges.
- Process non-athletic activity purchases

Key Attributes:

- Organizational Skills:
 - Demonstrates the ability to prioritize and manage multiple tasks while giving strong attention to details.
- Communication Skills:
 - Demonstrates excellent verbal and written communication skills within an open office environment.
- Confidentiality:
 - Understand the importance of handling sensitive financial and student/staff records in compliance with FERPA and district policies.
- Technical Skills:
 - Demonstrates the ability to use student information systems and other software programs to support the essential functions required of the position.
- Problem-Solving Skills:
 - Demonstrates strong analytical skills.
- Customer Service:
 - Respond to inquiries from staff, parents, and patrons with a high level of professionalism.

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Physical Requirements Administrative Assistant: Teaching/Learning & State Reporting E - Essential NE - Non:Essential		Item is not a requirement of the job	Occasional - up to 33% of time	Occasional/Frequent - up to 33% of time	Frequent - between 34% - 66%	Continuous - over 66% of time
		NE	NE	E	E	E
Stamina						
	1. Sitting				X	
	2. Walking				X	
	3. Standing				X	
	4. Sprinting/Running	X				
Flexibility						
	5. Bending or twisting at the neck more than the average person			X		
	6. Bending or twisting at the trunk more than the average person			X		
	7. Squatting/Stooping/Kneeling			X		
	8. Reaching above the head		X			
	9. Reaching forward			X		
	10. Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)					X
Activities						
	11. Climbing (on ladders, into large trucks/vehicles, etc.)	X				
	12. Hand/grip strength				X	
	13. Driving on the job		X			
	14. Typing non-stop					X
Use of Arms and Hands						
	15. Manual dexterity (using a wrench or screwing a jar lid)				X	
	16. Finger dexterity (typing or putting a nut on a bolt)					X
Lifting Requirements						
	17. Lifting up to 10 pounds					
	Floor to waist			X		
	Waist to shoulder			X		
	Shoulder to overhead		X			
	18. Lifting 11 to 25 pounds					
	Floor to waist			X		
	Waist to shoulder			X		
	Shoulder to overhead	X				
	19. Lifting 26 to 50 pounds					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead	X				
	20. Lifting 51 to 75 pounds					
	Floor to waist	X				

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Waist to shoulder	X				
Shoulder to overhead	X				
21. Lifting 76 plus pounds					
Floor to waist	X				
Waist to shoulder	X				
Shoulder to overhead	X				
22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
Pushing/Pulling					
23. 25 to 50 pounds			X		
24. 51 to 75 pounds			X		
25. 76 to 90 pounds	X				
26. Over 90 pounds	X				
Carrying					
27. 10 to 25 pounds			X		
28. 26 to 50 pounds		X			
29. 51 to 75 pounds	X				
30. 76 to 90 pounds	X				
31. Over 90 pounds	X				

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