



Job Description

Francis Howell School District

Administrative Assistant - Content Leaders

Purpose Statement

The job of Administrative Assistant - Content Leaders is done for the purpose/s of providing administrative support to the Content Leaders and the Academic Division. Responsibilities include performing a variety of clerical, accounting, and data management tasks to support the efficient functioning of curriculum development and instructional operations.

Essential Functions

- Answers phone calls, screens inquiries, and routes messages for the purpose of effective communication.
- Assists in scheduling meetings, events, and appointments for the purpose of coordinating department functions.
- Compiles, organizes, and formats curriculum documents for the purpose of ensuring compliance with District guidelines.
- Coordinates logistics for meetings including food, equipment, and accommodations for the purpose of ensuring all necessary items are available.
- Develops and maintains filing systems and databases for the purpose of ensuring accuracy in documentation.
- Maintains a wide variety of manual and electronic documents, files, and records (e.g. curriculum documents and textbook inventory, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares proofreads, and distributes a variety of documents (e.g. correspondence, email, requisitions, work orders, presentations, spreadsheets, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Processes requisitions, payments, and stipends for the purpose of ensuring timely and accurate transactions. tracking and maintaining departmental budgets and supply inventory.
- Provides administrative assistance to Content Leaders for the purpose of supporting departmental operations.
- Supports assigned administrative personnel and Content Leaders (e.g. recording meetings, scheduling,, etc.) for the purpose of providing assistance with their functions and responsibilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; common office machines; and concepts of grammar and punctuation; and office methods and practices. Understanding of curriculum and school systems is preferred.

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet

changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications, preparing and maintaining accurate records; and planning and managing projects. Must type at least 45 NWPM and pass District secretarial testing.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: schedule activities and meetings; work with a wide diversity of individuals; and manage multiple tasks simultaneously. Flexibility is required to independently work with others in a wide variety of circumstances. Must maintain confidentiality, meet deadlines, prioritize tasks, and work as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 15% walking, 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.
Education: High School diploma or equivalent.

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ./Training

None Specified

Clearances

None Specified

FLSA Status

Non Exempt

Approval Date

Pay Grade

Revised Date