

FRANCIS TUTTLE

JOB DESCRIPTION

Job Title: Administrative Assistant III

Date: March 2, 2026

Department: Rockwell Academies

Prepared By: Ryan Rennels

Reports Directly To: Instructional Director, Rockwell Academies

Position Closing Date: Open until filled

Job Group: I

Salary Range: *\$36,075 - **\$45,161

Exempt

Certified

Non-Exempt

Grant Funded

Primary Function of Position: Serves as the Rockwell Academies Administrative Assistant III providing administrative support to the Instructional Director and Assistant Instructional Director. Works cooperatively with Career Advisors, administrative assistants, cashiers, assessment and instructors to provide Francis Tuttle students and customers with a positive experience.

Embrace the Francis Tuttle Culture as reflected in the Mission and Vision statements, and continually portray the Core Values: Service, Trust, Aspiration, Respect and Responsibility.

Essential Job Functions:

1. Provide administrative support to the Instructional Director, Assistant Instructional Director, instructors and other team members.
2. Oversee the Rockwell Academies budgeting process, including management of the program operating and building fund budgets.
3. Track purchase requisitions, monitor incoming orders, process purchase orders in a timely manner, assist with the processing of invoices to ensure appropriate documentation is routed to Accounts Payable and assist instructors with requisitions and budget-related inquiries.
4. Perform various clerical duties such as copying, faxing, filing, scanning, calendar management, email correspondence, etc.
5. Manage purchasing activities using procurement card and school credit cards in accordance with established guidelines.
6. Create and maintain various documents and reports for departmental needs.
7. Maintain database for Advisory Committees for all programs, prepare correspondence, and provide assistance to instructional staff in preparation of these meetings.
8. Maintain student membership enrollment and contest registrations for Rockwell Academies Career Tech Student Organizations (CTSO).
9. Coordinate district-wide travel and lodging for a specified CTSO.
10. Order and manage office supplies to support staff in the Rockwell Academies.
11. Coordinate substitute instructor processes, including collecting applications and required documentation, scheduling, and timesheets.
12. Schedule internal meetings and events using the EMS system.
13. Attend and actively participate in team meetings, support staff meetings, faculty and staff meetings, staff development and professional training activities; serve on appropriate school committees as needed; and work collaboratively with other support staff in support of the department's goals.

14. Provide exceptional customer service by greeting visitors, answering phones and doorbells, processing payments, directing inquiries appropriately, and building positive working relationships with staff and internal/external stakeholders.
15. Facilitate onboarding to ensure new departmental employees have the necessary resources and equipment for a successful start.
16. Coordinate the end-of-year checkout process for instructors, including inventory, supply orders, and student obligations.
17. Maintain strict confidentiality of staff and student information.
18. Document and update all processes and cross train other personnel.
19. Ability to be present on the job as described working conditions and contract details.
20. Other duties as assigned.

Knowledge, Skills, and Abilities:

- High school diploma or equivalent required.
- Administrative office certificate or Associates Degree preferred.
- Three to five years of administrative experience required.
- Experience in educational setting a plus.
- Ability to work independently with limited supervision and direction.
- Proficiency in all Microsoft office components (Excel, Word, PowerPoint, and Outlook).
- Ability and desire to maintain/manage an efficient, well organized office area.
- Excellent verbal and written communication skills.
- Ability to excel in a fast-paced work environment by prioritizing tasks and projects to meet deadlines.
- Strong flexibility, time management, and organizational skills are a must.
- Anticipate needs, be resourceful and have ability to build strong employee partnerships within the organization.
- Able to manage heavy workload and work outside of regular work schedule in order to accommodate special projects and departmental deadlines.
- Ability to consistently deliver superior customer service and work quality to internal and external customers.

Working Conditions: Requires sitting for extended periods. Lifting limit of twenty-five (25) pounds. Low-level machine noise encountered the majority of the day. Concentrated visual effort is required. Extensive communication with internal and external customers. Reliable, dependable and punctual attendance. This is not an exhaustive list and reasonable accommodations will be made as needed.

Organizational Relationship: Full-time, non-exempt personnel position reports directly to the Instructional Director of the Rockwell Academies.

Contract Details: Twelve-month contract subject to annual renewal. Working days and hours are Monday through Friday, 7:30 a.m. to 4:00 p.m. or 8:00 a.m. to 4:30 p.m., based on departmental need.

Benefits: Francis Tuttle offers a comprehensive benefit package for full-time employment to include paid health and dental insurance, a monthly supplemental benefit compensation in the amount of \$465, employee leave plan with family friendly work calendar, and 100% contribution into Oklahoma Teachers Retirement System. The district will match up to 2% of monthly, base salary with a 403b or 457 retirement plan (base salary does not include stipends or extra duty).

* Starting salary represents individuals who are in early stages of career, newer to the role, working toward increasing proficiency.

** This range represents individuals who are fully experienced and qualified, demonstrate sustained performance for a period of time and exhibit full proficiency in all aspects of their role.

Contact:

Human Resources
12777 N. Rockwell Avenue
Oklahoma City, Oklahoma 73142
(405) 717-4625

Only persons of interest will be contacted.

Disclaimer:

“The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This information is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.”

Equal Opportunity E-Verify Employer