

FRANCISTUTTLE

JOB DESCRIPTION

Job Title: Administrative Assistant III
Department: Administration
Reports Directly To: Associate Superintendent

Date: October 12, 2026
Prepared By: Tracy Skinner

Position Closing Date: Open until filled.
Expected Start Date: November 30, 2026

Job Group: I
Salary Range: \$36,489 \$45,841
☐ Exempt ☐ Certified
☒ Non-Exempt ☐ Grant Funded

Primary Function of Position: Provides administrative and clerical support for the Office of Associate Superintendent. Handles data of confidential nature and assists in administrative functions for the instructional leadership team. Supports instructional programs and staff using discretion, diplomacy, and positive customer service skills. Must be able to handle multiple tasks with accuracy.

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

Essential Job Functions:

1. Provides administrative assistance for the Associate Superintendent:
 - Answers and addresses telephone calls.
 - Reviews and addresses incoming mail.
 - Tracks and processes monthly expense reports to include collecting and reviewing receipts and documenting mileage for business travel.
 - Enters requisitions and follows expenses for related items.
 - Assists with department budget entries in iVisions for each school year.
 - Reviews travel requests and expense reports for district out of state travel.
 - Proofreads and prepares official correspondence that is grammatically and contextually correct.
 - Other administrative support tasks, as assigned.
2. Coordinates meetings hosted by Associate Superintendent:
 - Requests appropriate room accommodations.
 - Arranges catering for internal meetings/instructional Professional Development.
 - Creates agendas for meeting.
 - Take notes in meeting – documenting action items.
 - Sends out minutes after meetings.
 - Follows-up on action items from meeting.
3. Assists the Associate Superintendent to gather updates and prepares sending school contracts each year for board approval and sending school approval.
4. Assists Instructional Directors with CTSO competition entries each year, sending reminders and running reports as needed.
5. Assists with tracking of new instructors certification numbers which are placed in Prodigy (Student Information System).
6. Assists with coordination of the FT mentor programming by sending information and resources to mentors, collecting documentation logs, and tracking mentor training.
7. Prepares, coordinates, and updates district calendars and manages FT District Calendar in Outlook.
8. Manages District Policy and Procedure updates within Diligent (Board software).
9. Prepares all Policy and Procedure documents for the Board of Education approval.

10. Manages entries of student certifications option within Prodigy (Student Information System).
11. Assists CDC (Child Development Center) with all requisitions and purchases.
12. Responsible for the scheduling, confirmation, and record keeping of air travel for staff.
13. Coordinates group travel as necessary for instructional areas.
14. Responsible for the maintenance of a monthly spreadsheet for Procurement Card purchases related to travel and other administrative purchases.
15. Prepares student fundraiser report for Board of Education approval.
16. Assists in application process for Gold Star School Award.
17. Utilizes student data system to access data as necessary.
18. Performs various research tasks as assigned.
19. Coordinates special projects as assigned.
20. Collects and input data for Associate Superintendent as assigned.
21. Assists Administration area with room reservations as needed.
22. Assists the Associate Superintendent with preparation for all Accreditation audits and site visits.
23. Provides telephone coverage and customer greeting duties for the Administration area.
24. Ability to be present on the job as described under working conditions and contract details.
25. Other duties as assigned.

Knowledge, Skills, and Abilities:

- High school diploma or equivalent required.
- Post-secondary education including Associate's degree or certificate of completion from a CareerTech business program is preferred.
- Minimum of three years related experience required - five years preferred.
- Administrative experience in educational setting a plus.
- Ability to work independently with limited supervision and direction.
- Proficiency in all Microsoft office components (Excel, Word, PowerPoint).
- Knowledge of Outlook highly desired.
- Ability to excel in a fast-paced work environment by prioritizing tasks and projects.
- Ability to understand and meet critical deadlines.
- Exceptional verbal and written communication skills.
- Strong written communication demonstrated in both letter and email.
- Ability to consistently deliver superior customer service and work quality to internal and external customers.
- Strong flexibility, time management, and organizational skills are a must.
- Ability to manage multiple tasks or projects with a sense of urgency
- Anticipate needs, be resourceful and have ability to build strong employee partnerships within the organization.
- Ability and desire to maintain/manage an efficient, well organized office area.
- This position requires both possession of a valid Oklahoma Driver's license and the ability to independently drive to meetings, training locations, and other District campuses. The employee must also remain in compliance with District driving record policies.

Working Conditions: Long periods of sitting, concentrated visual effort is required; extensive communication with internal and external customers. Ability to stay on task with numerous interruptions throughout the workday. 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 Associate Superintendent.

Contract Details: Twelve-month contract subject to annual renewal. Working day and hours are Monday through Friday, 8:00 a.m. – 4:30 p.m.

Benefits:

Francis Tuttle offers a comprehensive benefit package for full-time employment to include paid health and dental insurance, monthly supplemental benefit compensation of \$500, 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.

Position closes at noon CST on closing date.

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