



JOB DESCRIPTION-CURRICULUM ADMINISTRATIVE ASSISTANT

DEPARTMENT	CENTRAL OFFICE	LOCATION	WILLOW STREET
RESPONSIBLE TO	SUPERVISOR OF CURRICULUM & SPECIAL PROJECTS	RESPONSIBLE FOR	NONE
JOC APPROVAL DATE	Unknown	ELECTRONIC SIGNATURE	MM/JS

JOB SUMMARY

The purpose of this position is to provide a wide variety of advanced secretarial duties for the curriculum department, and its internal and external clients. Is responsible for assisting in the updating and revisions of the program task grids in curriculum management systems, supporting the learning management system, grants, professional development and special projects. Is responsible for coordinating, organizing, and performing all of the administrative and secretarial tasks.

ESSENTIAL RESPONSIBILITIES/SKILLS/FUNCTIONS

Document Administration

- Coordinate typing, copying, mailing, filing and faxing of school documents and curriculum materials.
- Ensure established LCCTC standards are adhered to in the preparation of documents; perform proofing and editing tasks.
- Assist in the preparation of presentations.
- Assist with purchasing and budget maintenance of the curriculum office budget.

Curriculum and Special Projects

- Maintain curriculum records for each program including but not limited to task grids, mission & goal statements, and program of study scope and sequences.
- Assist with the development and monitoring of curriculum documents.
- Assist with reviewing/developing school initiatives.
- Assist with the preparation of program approvals through typing documents and checking calculations.
- Maintain PDE approvals through CATS.
- Update curriculum in student information system annually.
- Provide support for the Canvas learning management system.
- Assist with development of new programs.
- Prepare and maintain information and documentation for the school's accreditation.
- Assist with grant writing, research and submission of grants by deadlines.
- Assist with Special Projects as determined by the curriculum supervisor.
- Provide support for new program approvals through PDE, COE and various other accreditation approvals

Other duties as assigned

POSITION SPECIFIC REQUIREMENTS

- Excellent interpersonal, communication, and customer service skills
- Excellent computer skills, including Microsoft Outlook
- Excellent typing skills

- Ability to multitask, organize and prioritize work to meet deadlines under minimum supervision required.
- Ability to maintain confidentiality

EDUCATION & EXPERIENCE

- High School Diploma or equivalent required
- 1-3 years of administrative and/or customer service experience required
- Experience with bookkeeping and/or financial record management preferred

POSITION DETAILS

For each of the requirements below, indicate whether the position requires them Frequently (F), Occasionally (O), Seldom (S), or Never (N).

PHYSICAL REQUIREMENTS

Standing: O	Reaching: O
Sitting: F	Moving about: O
Lifting (include weight): O	Pushing: S
Grasping: O	Kneeling: S
Climbing: S	Crawling: S
Squatting: S	Bending/Stooping: S

HOURS

37.5/ Week

MONTHS

12 Months / Year

TYPE OF POSITION

Permanent (P) or Temporary (T): P

FLSA STATUS

Exempt (E) or Non-Exempt (N): N

INSURANCE

Professional (P), Administration (A), Support (S): S

OTHER

The LCCTC reserves the right to modify this job description as business demands dictate.

SIGNATURE

By signing below, you indicate that you have read, understand, and can perform the essential duties of this job as outlined above with or without reasonable accommodation. Because LCCTC maintains a team environment, you may be required to perform other duties as instructed by your supervisor.

X _____ Date: _____

NONDISCRIMINATION INFORMATION

Lancaster County Career & Technology Center is an equal opportunity education institution and will not discriminate in employment, education programs, or activities on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, age or disability in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. This policy of nondiscrimination extends to all other legally protected classifications under state and federal laws.

For information regarding the Americans with Disabilities Act (ADA), the rights of an individual with a disability, our obligations under ADA, or grievance procedures, contact the Business Manager and ADA Coordinator, 1730 Hans Herr Drive, Willow Street, PA 17584-0527. Telephone: 717-464-7050.

For inquiries regarding other nondiscriminatory policies and programs, or for information regarding services, activities, programs and facilities that are accessible to and usable by both disabled persons and national origin minority persons who lack English language skills, contact the Supervisor of Student Services and Coordinator for Title VI, Title IX and Section 504, 1730 Hans Herr Drive, Willow Street, PA 17584. Telephone: 717-208-3124.