



ADMINISTRATIVE ASSISTANT, CURRICULUM & INSTRUCTION

Rev. June 2026

Job No.: 5509

Reports to: Executive Director of Curriculum & Instruction

Dept./Campus: Curriculum & Instruction

FLSA Status: Non-exempt

Pay Grade: 505

Term: 226 Days

PRIMARY PURPOSE

To provide administrative support to the Executive Director of Curriculum & Instruction and the Curriculum & Instruction department staff by supporting the efficient operation of their work and department.

MAJOR RESPONSIBILITIES AND DUTIES

- Provide administrative support to the curriculum and instruction department staff, including scheduling, project management and meeting logistics.
- Manage the calendar and daily work schedule of the Executive Director of Curriculum & Instruction along with department calendars and meetings.
- Reconcile budget, district credit card, process purchase orders, travel requests, registrations, and supplemental pay accounts to include staff, out-of-district trainers, etc.
- Support recruitment and hiring activities by coordinating job posting requests, scheduling interviews, and preparing and maintaining interview-related documentation.
- Support summer professional learning schedule of course offerings.
- Coordinate technology, maintenance, campus contacts, set-up crew, and copy center for district professional learning days as well as summer professional learning.
- Calendar entry/management of substitute requests for district professional learning.
- Order supplies, equipment, and books using purchase orders and credit card transactions for distribution to department and campuses.
- Use technology skills to create and maintain numerous websites, brochures, certificates, graphs, charts, and notebooks utilizing MS Office Suite and Google Applications.
- Provide strong customer service for administrators, faculty, parents, and students regarding various programs while maintaining confidentiality.
- Keep informed of and comply with all state and district policies and regulations concerning primary functions.
- Attend monthly district administrative assistant meetings to stay apprised of changes in state and district policies and procedures.
- Gather, verify, and submit supplemental pay and stipends.
- Track all agreements related to extra duty for departmental staff.
- Contact and coordinate with staff regarding professional learning.
- Provide meeting preparation: calendar invitations, room scheduling and set up, technology set up, meal set up, and materials preparation
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Graduation from an accredited high school or GED.
- Experience in administrative support work with payroll or accounting preferred.

Knowledge/Skills/Abilities:

- Knowledge of word processing, data entry, and file maintenance skills, including the ability to maintain accurate and auditable administrative, financial, and student records; and basic bookkeeping/accounting principles and practices.
- Skills in organization; interpersonal relations; and communicating pleasantly and effectively with students, parents, and staff members.
- Ability to use personal computer and software to develop spreadsheets; maintain and update databases; accomplish word processing tasks; prepare presentations; and access e-mail and Internet applications.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Frequently communicate with other employees or the public.
- Must be able to exchange accurate information.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
- Ability to communicate with individuals utilizing a telephone, computer, or other electronic device.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.