



Job Title: Administrative Assistant to CAO

Exemption Status/Test: Nonexempt

Reports to: Chief Academic Officer

Date Revised: June 2026

Dept./School: Central Office

Primary Purpose:

The Administrative Assistant to the Chief Academic Officer provides high-level administrative and operational support to the CAO and the Teaching and Learning Division. This position serves as a critical point of coordination for the academic leadership team, ensuring efficient office operations, seamless communication, and effective support for district-wide academic initiatives. The ideal candidate is organized, detail-oriented, and able to exercise sound judgment in a fast-paced educational environment.

Qualifications:

Education/Certification:

- High school diploma or equivalent required; Associate's or Bachelor's degree preferred

Special Knowledge/Skills:

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace
- Strong organizational skills with the ability to manage multiple priorities and deadlines simultaneously
- Excellent written and verbal communication skills with a high degree of professionalism
- Demonstrated ability to handle sensitive and confidential information with discretion
- Experience with budgeting support, purchase order processing, or financial record-keeping
- Ability to work independently and collaboratively as part of a team

Experience:

- Minimum of three (3) years of administrative or secretarial experience, preferably in an educational or government setting
- Experience supporting senior-level leadership strongly preferred

Major Responsibilities and Duties:**Executive Support — Chief Academic Officer**

- Manage the CAO's calendar, scheduling meetings, appointments, and events while proactively resolving scheduling conflicts
- Coordinate travel arrangements, including conference registrations, transportation, and accommodations
- Prepare, proofread, and distribute correspondence, memos, reports, and presentations on behalf of the CAO
- Screen and route incoming calls, emails, and visitors; exercise discretion in prioritizing the CAO's attention
- Compile agendas, take meeting minutes, and track follow-up action items for cabinet meetings, department meetings, and other leadership gatherings
- Maintain organized filing systems (physical and digital) for academic department records, contracts, and policy documents
- Assist in the preparation of board agenda items, presentations, and supporting materials related to academic programs

Teaching and Learning Division Support

- Provide administrative support to Directors of Teaching and Learning, including correspondence, scheduling, and document preparation
- Coordinate the procurement process for instructional materials, supplies, and resources, including preparing purchase orders and tracking deliveries
- Assist with budget monitoring and record-keeping for the Teaching and Learning department; reconcile purchasing card statements and maintain expenditure logs
- Manage the event planning process for professional development days, conferences, curriculum fairs, and other division-sponsored events — including logistics, catering, facilities coordination, and communications
- Maintain department records related to curriculum adoptions, grant tracking, vendor contracts, and program documentation
- Support the onboarding of new instructional staff by coordinating orientation materials and scheduling
- Assist in the coordination of district-wide academic programs, student assessments, and curriculum initiatives as directed

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional district wide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____