

**POSITION DESCRIPTION
WILLMAR PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Administrative Assistant to the Director of Instructional Technology	Department: Instructional Technology - Secretary
Immediate Supervisor's Position Title: Director of Instructional Technology	FLSA Status: Non-Exempt
Job Summary: The Administrative Assistant to the Director of Instructional Technology, under the direction of the Director of Instructional Technology, performs specialized duties involving data retrieval, data analysis and report and document creation. This position requires maintenance and upkeep of many technology platforms including website, social media, the school's staff and student information system, and others. Decision-making requirements of this position tend to require independent judgment and discretion. This position provides administrative office support to the office of Instructional Technology to support in the assurance of the effective and efficient operation of the school district.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides administrative support to the Director of Instructional Technology
 - a) Organizes appointment calendar and maintains Director's schedule; makes appointments, as appropriate
 - b) Copies and distributes the Director's correspondence to appropriate parties.
 - c) Sets up and maintains files as necessary
 - d) Assists in maintaining district information and data according to records retention guidelines and data practices act.
 - e) Produces correspondence, reports, notices, and meeting minutes.
 - f) Compiles information for meetings; prepares agendas and minutes of meetings.
 - g) Enters and maintains data for department files and records either hard copy of data files/records in District computer files/records.
 - h) Maintains confidential data, records and files for Director's departments.
 - i) Maintains and updates schedules of events/activities; coordinates travel plans as needed.
 - j) Organizes appointment calendar and maintains schedules; makes appointments, as appropriate.
 - k) Organize preparation and submission of annual reports.
 - l) Prepares, gathers, and reports data as requested by Director or others.
 - m) Assists in coding and reviewing bills for payment.
 - n) Create and maintain pages for department websites.

- Serves as Technology Office Receptionist
 - a) Answers building/department/district phone(s)/lines and routes calls to the appropriate department(s)/person(s) after determining the nature of the call. Delivers messages by placing them in the voicemail system or emailing them to the appropriate person.
 - b) Screens visitors/students/public coming into the office providing assistance with routine questions or directing visitors to appropriate parties.
 - c) Type routine correspondence, letters, purchase orders, forms, claim forms, training evaluation letters, or materials provided by staff in draft form.
 - d) Produces confidential correspondence, reports, notices, and meeting minutes.
 - e) Files forms, correspondence, letters, and/or documents in accordance with established office routines.
 - f) Enters data into department files and records either hard copy of data files/records in District computer files/records.

- g) Prepares documents, binders, and materials. Sorts and distributes orders and materials to appropriate parties.
- a) Copies, faxes, laminates and duplicates materials requested.
- h) Orders supplies and materials.
- i) Sorts and distributes interoffice, incoming and outgoing mail.
- j) Serves as resource for business machines in the office.

- Manages the District's website and other communication platforms
 - Keeps website and information updated
 - Manages district's remaining communication platforms (Facebook, Twitter, etc.)
 - Is trained to support in Campus with communication to staff and students for various messages

- Prepares and disseminates district technology questions and requests
 - a) Contacts associated technology personnel to manage the request/question
 - b) Follows up to ensure completion on tasks

- Performs core financial accountability of Technology budgets:
 - b) Processes PO of technology requests; orders associated technology equipment.
 - c) Notifies director of insufficient accounts.
 - d) Understands financial protocol, reports, and spreadsheet formats.

- Maintains and shares level of professional expertise
 - a) Attends training sessions, district in-services or staff meetings.
 - b) Assists in special projects, as appropriate.
 - c) Learns and is cross trained in other administrative and support functions within the department/program/building.

- Performs other related duties within the scope of the secretary position as assigned or requested to contribute to the efficient operation of Willmar Public Schools.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
X	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		
	2nd year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of general office procedures and practices. • Knowledge of and skilled in office etiquette and customer service procedures and routines. • Knowledge of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems. • Fundamentals of computer operation and use. • Familiarity with general office productivity software (i.e. word processing, spreadsheet, presentational software, email programs, etc.) • Knowledge of website design, social media, and other communication platforms.
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: No previous experience required. Secretarial or technology experience preferred.			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: None	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Applying and using word processing applications, spreadsheet applications and database applications • Implementing, entering and maintaining departmental records, files, or lists. • Customer service, communication and human relation skills in assisting, dealing with and applying proper phone etiquette, customer service and informational assistance to the public. • Performing work assignments requiring attention to detail, precision and accuracy. • Learning specialized district software applications used in the maintenance of department/building files and records. • Performing work with technology focus including website and communication platform maintenance.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		0

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	Unusual or hazardous working conditions related to performance of duties: Duties are performed in a typical school/building/office setting where there are minimal environmental hazards and risks associated with performing the requirements of the job.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit				X
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds				X
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
	X			

up to 100 pounds				
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push and pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

_____ **Department Head's Signature**

_____ **Date**

Classification History:

Description Created September 2020

Date Board Adopted: _____

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.