

**TITLE: CURRICULUM, INSTRUCTION & ASSESSMENT
ADMINISTRATIVE ASSISTANT**

REPORTS TO: Director of Curriculum, Instruction and Assessment

PURPOSE OF POSITION

The position of Curriculum, Instruction and Assessment Administrative Assistant has been established for the purpose of providing administrative support to the Curriculum Office.

ESSENTIAL FUNCTIONS

- Support Professional Development – maintain records, manage internal professional leave requests, reserve and maintain facilities usage, create and maintain meeting appointments in digital calendar, organize and submit timesheets to payroll for events and summer curriculum work.
- Assist with Large Scale Assessments – communicate using internal and external communication tools regarding exams, reserve and manage facilities usage requests for testing; create, organize, and distribute testing materials, maintain accurate records for scheduling proctors, rooms, and AP exam fee payments.
- Coordinate Schoolwide Events – support large scale, schoolwide events such as Big Dawg training, Parent University, Veterans Day presentations, Summer Freshmen Academy, Writers Expo, etc. For each event, communicate details to participants (internal and external), reserve and maintain facilities usage, arrange and order food, coordinate with National Honor Society volunteers, support childcare, order t-shirts, provide signage, and attend events.
- Support Student Success and MTSS – Assist with data entry and system maintenance for Learning Management Systems and intervention programs such as Brainfuse, Schoology, Renaissance STAR, etc. Create and publish Student Success forms and schedule meetings
- Maintain a Pleasant and Effective Office Climate– Support students and staff through positive, daily interactions. Communicate clearly through written and verbal interactions. Maintain accurate records, create requisitions and purchase orders, maintain monthly P Card paperwork, communicate AP fees and balances with families, and monitor the Curriculum office budget. Work with other offices to prepare and assist with mailings and mass communications. Keep accurate inventory, ordering, and maintain and verify deliveries when necessary for materials needed for the office
- Complete other duties as assigned

QUALIFICATIONS

- High school diploma or equivalent.
- Knowledge and competency of Google Suite, Microsoft Office, Outlook mail and calendar.
- Experience with collecting and securing payments and following fiscal guidelines for public entities.
- Experience creating, coordinating and maintaining schedules.
- Strong written, verbal, and interpersonal communication skills.
- Previous administrative assistant experience is preferred.

SKILLS/KNOWLEDGE/ABILITIES

- Specific skill-based competencies required to satisfactorily perform the functions of the job include: customer service; problem solving; operating standard office equipment using pertinent software applications; and preparing and maintaining accurate records.
- Knowledge is required to perform basic math, including calculations using fractions, percentages, and/or ratios; maintain a bank account, and/or present information to others.
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: interpersonal skills - including a regard for adolescents and understanding of their basic developmental needs for respect, order and structure, telephone etiquette; methods and practices of office operations; and basic computer applications.
- Ability is required to often gather, collate, and/or classify data.
- Ability is also required to work with a wide diversity of individuals.
- Flexibility is required to work with others in a wide variety of circumstances and places
- Problem solving is required to identify issues and create action plans.
- Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing effective working relationships; maintaining confidentiality; adapting to changing priorities; being attentive to detail; communicating with diverse groups; meeting deadlines and schedules; working with frequent interruptions; and working with detailed information/data.

PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands: occasional exertion up to 20 pounds of force to move objects, occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 70% sitting, 15% walking, and 15% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

TERMS OF EMPLOYMENT

This is a 12 month position with salary and benefits determined by the Board of Education.