

## **ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF TEACHING AND LEARNING**

**TITLE:** Administrative Assistant to the Director of Teaching and Learning

**LOCATION:** Administrative Center

**SUPERVISOR:** Director of Teaching and learning

**SUPERVISES:** None

### **JOB SUMMARY:**

Provides a wide variety of secretarial support to assigned administrator; ensures compliance of department/program activities with financial, legal and administrative requirements; and acts as liaison between the Administrator and other parties, provides information, addresses issues and/or provides general support.

**ESSENTIAL FUNCTIONS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Compile data from a variety of sources (e.g. curriculum reports, financial reports, agenda items, budgets, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Compose documents (e.g. letters, memoranda, bulletins, reports, forms, etc.) for the purpose of documenting events, providing and/or requesting information.
- Coordinate a variety of programs and/or activities (e.g. meetings, summer school, site in-service day activities, workshops, travel and accommodations, observations, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.
- Distribute mail and supplies for the purpose of disseminating material to appropriate parties.
- Maintain documents, files and records (confidential and non-confidential) (e.g. policy manuals, correspondence, financial reports, student records, etc.) for the purpose of providing up-to-date reference and audit trail for compliance.
- Register new students who have received special services. Monitor assigned activities and/or program components (e.g. grants, state assessments, budget, etc.) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Prepare written materials (e.g. agendas, meeting/conference minutes, reports, memos, letters, schedules, meeting materials, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

- Process documents and materials (e.g. assessment results, presentations, etc.) for the purpose of disseminating information to appropriate parties.
- Respond to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.
- Complete any additional assignments requested by the immediate supervisor and/or Superintendent.
- **ADDITIONAL RESPONSIBILITIES:** Assist other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

**PHYSICAL ACTIVITY:** Occasionally lifting, pulling or pushing during the normal performance of tasks and responsibilities is required. The work requires frequent walking and standing.

**WORK ENVIRONMENT:** Work is performed in an environment where unusual temperature, noise and hazards are relatively nonexistent.

**QUALIFICATIONS:**

EDUCATION

High school diploma or GED.

Two (2) years of college preferred.

EXPERIENCE

A minimum of four (4) years of secretarial experience.

**OTHER SKILLS AND ABILITIES:**

- Excellent organizational, human relations and decision-making skills.
- Ability to respond to oral and written directions.
- Ability to organize an efficient filing system.
- Ability to work independently and efficiently.
- Ability to maintain confidentiality on Board and Administrative matters.
- Ability to respond quickly in case of emergency.

**LICENSES/CREDENTIAL:** N/A

**TERMS OF EMPLOYMENT:** Salary is based on market comparisons as determined by the Superintendent. Twelve month work year.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of support staff.