

## **JOB DESCRIPTION**

**JOB TITLE: Administrative Assistant**

**REPORTS TO: Director of Instruction**

**DEPARTMENT: Central Office**

### **I. NATURE AND SCOPE OF JOB:**

To provide secretarial assistance and coordination service for Curriculum/  
Director of Instruction and Technology Director.

### **II. EXPECTATIONS:**

1. Maintains confidentiality in all matters of the District.
2. Maintains a positive attitude that supports the District Mission.
3. Maintains a positive and supportive relationship with all people in the work place.
4. Is responsible for acceptable personal attendance and punctuality.
5. Accepts responsibility for the identified job description and continually strives to perform work of the highest quality.
6. Is responsible for adhering to District policies.

### **III. JOB FUNCTIONS:**

#### **A. General Functions**

1. Provides clerical support including correspondence, reports, notices, recommendations and purchasing.
2. Provides services as a receptionist, placing and receiving calls, and recording messages.
3. Coordinates and arranges for meetings as requested by supervisor/s.
4. Takes meeting minutes as requested.

#### **B. Essential Functions:**

1. Instruction/Staff Development
  - a. Processes and arranges for professional leave/lodging/airfare etc.
  - b. Assist with arrangements and planning for various staff development activities throughout the district.
  - c. Maintains data and provides tracking for out of district placement, homeless, homeschooled, homebound, and migrant students.
  - d. Assists with planning and administration of district wide assessment programs.

- e. Supports Director of Instruction in process of district curriculum.
- f. Maintains security system.
- g. Maintains data for child abuse/suicide reports.
- h. Arranges Para-Educator training.
- i. Supports Technology Director.
- j. Maintains BOE information for audits.
- k. Notary Public.

**IV. JOB QUALIFICATIONS:**

**A. Knowledge, Skills and Mental Ability:**

- 1. Competency in typing, word processing, database, spreadsheets, record keeping, and internet use.
- 2. Ability to compose written material with accurate use of grammar, spelling, punctuation, calculate figures and percentages
- 3. Ability to maintain information accurately.
- 4. Ability to work effectively with the public
- 5. Ability to respond to needs of all employees in a polite and professional manner
- 6. Ability to take direction from several administrators
- 7. Ability to contribute to a positive office relationship
- 8. Present a professional image at all times
- 9. Ability to comprehend and implement rules, regulations and statutes.

**B. Education, License, Certification or Formal Training:**

- 1. High School diploma or equivalent
- 2. College degree or a minimum of 4 years previous office experience preferred
- 3. Annual Blood borne pathogens and Sexual Harassment

**C. Equipment Used:**

|            |              |                |
|------------|--------------|----------------|
| Typewriter | Telephone    | Paper Shredder |
| Computer   | Copy Machine | Book Binder    |
| Calculator | Fax Machine  | Postage Meter  |

**D. Physical Demands:**

## Job Description

Admin. Asst.

Page 3 of 3

1. Ability to tolerate physical demands specifically related to and necessary for performing all usual office routines and practices associated with a busy, productive office
2. Some lifting of boxes and equipment
3. Deadline oriented position
4. Heavy paperwork load
5. Sitting for prolonged periods of time
6. Extensive computer use

### **E. Environmental Demands:**

1. Air conditioned building
2. Fluorescent lighting
3. Ability to tolerate environmental demands specifically related to and necessary for performing all usual office routines and practices associated with a busy, productive office.
4. Numerous phone calls
5. Numerous interruptions

### **Nondiscrimination Statement:**

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, 615 Rodeo, Rawlins, Wyoming 82301, (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417. CCSD#1 questions 504/Title IX coordinator is Darrin Jennings.

3/2008