

WAUNAKEE COMMUNITY SCHOOL DISTRICT

ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF ELEMENTARY CURRICULUM & INSTRUCTION Job Description

QUALIFICATIONS:

1. High school diploma (additional related training desirable but not required).
2. Organizational skills, word processing skills and proficiency in communication skills.
3. Ability to operate office machines such as computer, copier, etc.
4. Knowledge of software currently used in the District.
5. Ability to assume responsibility, display initiative, and exercise good judgment.

REPORTS TO: Director of Elementary Curriculum & Instruction

GENERAL RESPONSIBILITIES:

Performs responsibilities necessary to accomplish objectives established by the Director of Elementary Curriculum & Instruction. Adapts to the variety of responsibilities. Presents a positive image in contacts with families, the community and staff. Properly handles confidential matters relating to students, student records, parents, staff and any other program-related issues. Display positive public relation skills.

ESSENTIAL FUNCTIONS-CURRICULUM/INSTRUCTION/4K PROGRAM:

1. Answer telephone, take messages, screen calls, make appointments, and schedule meetings
2. Act as back-up for the Curriculum & Instruction office
3. Maintain workable filing systems
4. Properly handle mail
5. Prepare correspondence and other documentation requested
6. Process purchase orders, order supplies and maintain budget records for 4K program and elementary curriculum & instruction, including the Title I grant
7. Prepare informational mailings and assist in the process of placement, enrollment and registration of 4K students
8. Process 4K student forms, enter student and household data into Infinite Campus as needed
9. Schedule 4K students in appropriate classes for purposes of attendance and grading in Infinite Campus
10. Correspond with district bus provider and process 4K transportation requests
11. Monitor 4K student attendance, run student report cards, and maintain student cumulative records
12. Communicate with 4K families and staff via phone, email, and messages sent in Infinite Campus messenger
13. Maintain records pertaining to the 4K program such as contracts, family outreach requirements, and other documentation
14. Update district 4K website
15. Organize and maintain an efficient office

ESSENTIAL FUNCTIONS-COMMUNITY EDUCATION PROGRAM:

For Afternoon Summer Program, First and Second Semester Community Education Classes:

1. Coordinate class schedule and communicate with instructors to set schedule, classes and class descriptions
2. Create booklet with class information; organize distribution
3. Advertise classes, create and distribute flyers with class information
4. Schedule classes in facility usage software
5. Enter all class information in on-line registration database and monitor registrations, processing all telephone and mail-in registrations
6. Generate class rosters
7. Order class supplies, work with instructors to provide assistance as needed
8. Process purchase orders and maintain budget records
9. Webmaster for community education programs
10. Answer questions and provide information as requested by community members.

OTHER FUNCTIONS:

1. Maintain confidentiality and loyalty to employer.
2. Perform other responsibilities as assigned by the Director of Elementary Curriculum & Instruction
3. Promote a positive image of the District at all times.

Adopted: 4/22/91

Revised: March 1994
9/8/97
April 2002
October 2006
August 2015
April 2021

Waunakee Community School District