

WAUNAKEE COMMUNITY SCHOOL DISTRICT

ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF 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, and fax machine.
4. Knowledge of software currently used in the District.
5. Ability to assume responsibility, display initiative, and exercise good judgment.

REPORTS TO: Director of Instruction

GENERAL RESPONSIBILITIES:

Performs secretarial responsibilities necessary to accomplish objectives established by the Director of Instruction. Adapts to the variety of responsibilities. Presents a positive image in contacts with the parents, community and staff. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

ESSENTIAL FUNCTIONS:

1. Prepare documents for the Director of Instruction including curriculum guides, grant proposals, minutes of meetings, general correspondence, etc.
2. Track and maintain curriculum development log.
3. Answer telephone, take messages, screen calls, make appointments, and schedule meetings. Act as back-up for answering telephones for District Administrator, District Administrator's Administrative Assistant and Community Education Offices.
4. Sort mail and other correspondence.
5. Track and maintain curriculum department budgets.
6. Assist Staff Development Coordinator with logistics for staff development related activities.
7. Order supplies necessary for the operation of the curriculum office through purchase orders or from central supply.
8. Maintain a schedule of appointments and make arrangements for conferences and interviews.
9. Prepare logistics for Program Evaluations - make reservations, type materials for printing and distribution; prepare and disseminate correspondence for teachers, administrators and Board of Education.

10. Maintain confidentiality and loyalty to employer.

OTHER FUNCTIONS:

1. Supervise temporary word processing personnel when necessary.
2. Perform other responsibilities as assigned by the Director of 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

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