

Inter-Lakes School District

Job Description



Title: Administrative Assistant	Date Revised: March 27, 2023
Classification: Non-Bargaining	Terms of Employment: Full-Time
Reports To: Curriculum Coordinator, Director of Technology and Director of Facilities	Supervises: n/a

QUALIFICATIONS:

1. High school diploma or equivalent required, Associates degree preferred.
2. A minimum of three years previous experience and/or training that includes secretarial and bookkeeping skills. A combination of related education, training and experience which provide the required knowledge, skills and abilities to perform the essential job functions is acceptable.

JOB OBJECTIVE:

This position provides secretarial support to the Curriculum Coordinator, Director of Technology and Director of Facilities. Responsibilities include managing and coordinating workflow for the curriculum department; assist in managing budgets; typing correspondence and reports, processing purchase orders, maintain files and records; duplicating and distributing curriculum materials, assistance in professional development opportunities in the district, and serves as liaison between the Administrators, departments and other district staff.

ESSENTIAL JOB FUNCTIONS*:

1. Serves as the liaison between the Curriculum Coordinator and school staff. Receives and screens incoming correspondence and phone calls; alerts Curriculum Coordinator of matters that require immediate attention and assists in actions to meet deadlines.
2. Assists with oral, hand-written, and electronic correspondence.
3. Distributes a variety of materials such as booklets, correspondence, and other curriculum information. Organizes production of projects requiring special printing. Order and distribute forms.
4. Assists in organizing workshops, classes and in service days; provides secretarial support to the Curriculum Coordinator regarding meetings. Schedules room use and orders food as requested.
5. Tracks all available professional development funds for all staff. Process pre-payment and reimbursement requests as approved by the appropriate supervisor.
6. Manages departmental budget data; prepares budget summary reports. Verifies budget totals with the Business Office; provides information to administrators concerning budget balances.
7. Responsible for the purchasing process and delivery of district-purchased textbooks and supplies to the proper school buildings and departments. Prepares purchase orders within budget parameters.
8. Maintains and manages curriculum department's Petty Cash fund.
9. Provides support to staff using technical and creative skills to design, build and improve District web pages.
10. Provides training and support to school or department designee with website design and layout.
11. Creates visual communication using multimedia design.
12. Deliver / pickup inter-office mail to the school buildings.
13. Performs other duties as assigned.

SKILLS

1. Skill in operating a variety of office machines.
2. Must have skills working with numbers.
3. Knowledge of secretarial and bookkeeping procedures; ability to maintain accurate records.

4. Ability to be attentive to detail.
5. Ability to work independently with minimal supervision.
6. Ability to maintain confidentiality.
7. Ability to organize and set priorities.
8. Must be proficient with the Google suite and have the ability to become proficient with the professional development program and financial software.

WORKING CONDITIONS:

Work is primarily in an office environment. While performing the duties of this job, the employee is frequently required to sit. This position also requires periodic walking, standing, bending and light lifting. Some minor travel is required.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

***External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

