

OZARK R-VI SCHOOLS
JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT – LEARNING DEPARTMENT

QUALIFICATIONS:

1. Excellent communication skills with the ability to serve the public effectively
2. Ability to use standard office machines, equipment and computers
3. Knowledge of office practices and procedures
4. Typing and organizational skills
5. Ability to edit correspondence
6. Excellent organizational skills; mature and discreet judgment
7. High school diploma supplemented by minimum one year secretarial experience
- or -
8. Any equivalent combination of education and experience

REPORTS TO: Assistant Superintendent of Learning and/or Chief Financial Officer

JOB GOAL: To help the office of curriculum and learning through data management, assessment administration, and assist with duties for the office.

PERFORMANCE RESPONSIBILITIES:

1. Manage incoming/outgoing telephone calls; provide information and is familiar with district policies/procedures and contacts.
2. Assists visitors; assesses the nature of the visit; assists them directly or directs them to appropriate person.
3. Assembles and types a variety of reports and correspondence including confidential data.
4. Maintain various files and records for department (i.e. student and teacher files).
5. Assists with duties in areas of curriculum, assessment, and professional development as needed to maintain department needs.
6. Maintain and manage assessment and data programs.
7. Assist teachers and the District with analyzing data.
8. Supplies assistance with District Grant records and orders.
9. Provides assistance in preparation for meetings and workshops as directed.
10. Assists with standardized test materials for the District.
11. Assists with demographics for standardized testing.
12. Provides assistance with other duties as needed.

PHYSICAL DEMANDS: Be able to sit at a workstation for extended lengths of time (60-90 minutes).

TERMS OF EMPLOYMENT: 12 months as per School board Policy GDBDA

TYPE OF POSITION: Nonexempt

EVALUATION: Evaluated annually by Assistant Superintendent of Learning

APPROVED BY SCHOOL BOARD: February 21,2019