



MONONA GROVE

SCHOOL DISTRICT

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Position Description

Position Title:	Administrative Assistant - Teaching and Learning
Department / Location:	Teaching and Learning / District Office
Reports to:	Directors of Elementary and Secondary Teaching and Learning
Employees Supervised:	None
Classification:	Non-exempt
Status:	12-month
Created / Revised:	February 2025

Position Summary

Under the direction of the Directors of Teaching and Learning, the Administrative Assistant performs complex administrative services to assist the Department of Teaching and Learning, including but not limited to financial and office work in the Teaching and Learning department. The duties of this position require a high degree of organizational planning, attention to detail, and the exercise of independent initiative and judgment.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Maintain accurate office records including documents and forms for various programs.
2. Maintain data and spreadsheets for summer school and other state/federal programs' compliance requirements as requested by the Wisconsin Department of Public Instruction.
3. Maintain a documentation of Teaching and Learning activities and events.
4. Prepare logistics for Program Evaluations following the curriculum review and renewal cycle, including making reservations, organizing pilot samples and curriculum resources for teachers.
5. Prepare documents for the Directors of Teaching and Learning, including curriculum guides, general correspondence, newsletter content, and summer school communications.
6. Prepare aimswebPlus and iReady testing materials for homeroom teachers and reading teachers for the fall, winter and spring testing windows.

7. Maintain and update all ongoing curriculum renewals for online/digital resources.
8. Assist with arrangements for professional development training and meetings.
9. Assist with the budget for all Teaching and Learning related departments, including the technology department.
10. Perform general office duties including answering phones, greeting the public, sorting and handling incoming and outgoing mail.
11. Appropriately maintain and secure confidential records and inquiries.
12. Co-manage summer school planning, registration, scheduling, budget, and reporting along with the Data and Assessment Specialist and Director of Instruction.
13. Create and coordinate schedules for special projects including scheduling meetings, making room arrangements, developing surveys, and collecting data.
14. Assist with website updates associated with Teaching and Learning.
15. Apply district graphic standards to layout of materials as needed.
16. Maintain efficient and effective customer service when responding to staff, families, and community inquiries.
17. Manage budget requests, obtain quotes, process purchase orders with proper account numbers, process invoices and coordinate delivery of items.
18. Regular and predictable attendance.
19. Perform other duties as assigned.

Additional Job Functions

1. Maintain knowledge of administrative procedures and timelines and be able to communicate these to other staff and families. Plan ahead recognizing the cycle of work and projects that repeat from year to year.
2. Maintain knowledge of software and equipment used to perform duties, such as: Infinite Campus, MS Office Suite including Excel and Publisher, Skyward, Google based products including email, Sheets, Docs, etc., and office equipment.
3. Know, understand, and follow applicable safety policies and procedures, including but not limited to proper lifting techniques, awareness of eye strain, use of proper wrist support when keyboarding for extended periods of time and office ergonomics.

Knowledge, Skills and Abilities

1. Must be highly organized and be able to work with nominal direct supervision.
2. Must enjoy detail-oriented work requiring a high level of accuracy.
3. Must have excellent written and verbal communication skills.
4. Must be well organized and demonstrate initiative.
5. Must demonstrate the ability to establish and maintain exemplary relationships by using appropriate interpersonal skills.
6. Must understand the need for teamwork, timeliness and accuracy.
7. Must be able to maintain self-control under stressful situations and deadlines without exhibiting negative behaviors.
8. Must be able to maintain confidentiality of sensitive information and interact with others to accomplish tasks without arousing hostility.
9. Must have knowledge of good grammar, spelling, punctuation, and basic math abilities.

Working Conditions

1. Indoor office environment.

2. School environment.

Physical Requirements

1. Must be able to sit or stand for prolonged periods, up to 6 hours in an eight-hour day, with or without back support.
2. Must be able to perform physical work associated with materials and textbooks, occasionally lifting up to 30 pounds without assistance in both indoor and outdoor settings.
3. Must be able to communicate effectively on the telephone and in person to provide information and assistance.
4. Must be able to move throughout the building and from building to building.
5. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer, and other office equipment.
6. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment such as fax machine, copier, etc.
7. Hearing activity requires the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.
9. Must have the ability to maintain concentration and focus on tasks requiring timeliness and accuracy.

Education and Experience

1. High school diploma or equivalent required.
2. Previous office experience preferred.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed