



JOB INFORMATION

TITLE: Administrative Assistant to Curriculum and Educational Technology

EMPLOYEE GROUP:	Classified	ADDITIONAL JOB CODES: 518
SHIFT:	232 days at 7.75 hours/day	
TERM OF EMPLOYMENT:	Per Classified Compensation Plan	
HOLIDAYS:	As Per School Calendar	
LOCATION(S):	District Administration Offices	
RATE OF COMPENSATION:	Per Classified Compensation Plan	
FSLA: Exempt	Non-Exempt	
Last Edited On:	01/30/2020	Board Approval Date: 03/02/2020

ORGANIZATION

DEPARTMENT: Technology and Curriculum

REPORTS TO: Director of Curriculum Instruction
And the Director of Technology

JOB SUMMARY & QUALIFICATIONS

SUMMARY

As the Administrative Assistant to Curriculum and Technology, this person has the responsibility of providing support to the directors, staff, parents, and students by handling a variety of tasks in order to ensure that all interactions between the District and others are positive and productive.

QUALIFICATIONS

The Administrative Assistant to Curriculum and Technology shall:

- a. Possess a high school diploma;
- b. Have high school and/or supplemental training in typing, basic accounting procedures, and a thorough knowledge of general office operational procedures;
- c. Possess a minimum of one (1) year of successful administrative clerical experience in a business or educationally related area; and
- d. Demonstrate proficiency in the use of commercial office productivity software.

ESSENTIAL FUNCTIONS

SCOPE OF RESPONSIBILITIES

- a. Curriculum Center
- b. Technology Support
- c. Staff Development Support and Act 48 Reporting
- d. Textbook Requisitioning
- e. Supply Requisitioning

CORE RESPONSIBILITIES

The Administrative Assistant to Curriculum and Technology has the following core responsibilities:

- a. Curriculum Center
 1. Compose, prepare, type, distribute and file memos, forms as directed;
 2. File teacher observation reports for the Director of Curriculum;
 3. Answer all telephone calls for the Curriculum Center;
 4. Check Director of Curriculum's voicemail and send summary via email;
 5. Prepare purchase orders for instructional materials, software and services;
 6. Credit Card reconciliation;
 7. Manage Director of Curriculum's calendar; and
 8. Maintain and file Board approved curriculum for the District.
- b. Technology Support
 1. Compose, prepare, type, distribute, file memos, and forms as directed;
 2. Prepare purchase orders for technology materials, software and services;
 3. Assist with technology budget by tracking PO/Invoices to budget accounts;
 4. Create and manage parent SIS portal accounts;
 5. Manage (create/delete) network accounts for ALL staff and students;
 6. Track student devices / repairs / insurance plans;
 7. Credit Card reconciliation; and
 8. Point of contact between parents and technology department.
- c. Staff Development Support
 1. Process conference registrations, requests, reports;
 2. Travel arrangements for conferences (flight, hotel, and ground transportation);
 3. Input professional development hours into the Act 48 system; and
 4. Upload hours to PDE.
- d. Textbook Requisitioning
 1. Maintain up-to-date textbook catalog file;
 2. Enter all purchase orders for textbooks and other periodic instructional materials not included on the spring requisitions; and
 3. Check and stamp all textbooks for the elementary and secondary schools and ensure their delivery to the appropriate school.
- e. Supply Requisitioning
 1. Enter / type all purchase orders for curriculum and technology supplies; and
 2. Check all supply orders and ensure their delivery to the appropriate area

Administrative Assistant to Curriculum and Technology
GENERAL RESPONSIBILITIES

The Administrative Assistant to Curriculum and Educational Technology shall also:

- a. Assist other secretaries under unusual circumstances of exceptional workload requirements with the prior approval of the responsible administrator.
- b. Perform all other duties as directed by District Administration; and
- c. Engage in professional learning as necessary to effectively perform all responsibilities of the position.

WORK ENVIRONMENT

- a. Office, Schools, meeting and conference areas. Work indoors and outdoors; visit classrooms and area employers; and
- b. Position is in well-lighted and well-ventilated school buildings.

ATTENDANCE

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

- a. Frequent travel to school district buildings;
- b. Frequent walking throughout various areas;
- c. Often sitting at a desk for extended periods;
- d. Standing for limited periods of time;
- e. Frequent bending, stopping, twisting, reaching, grasping, sitting and typing;
- f. Moderate moving from 15 to 50 pounds;
- g. Some carrying – up to 50 pounds;
- h. Manual dexterity to use office equipment; and
- i. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

- a. Visual acuity to read correspondence and a computer screen;
- b. Auditory acuity to be able to use telephones; and
- c. Ability to speak clearly and distinctly.

TEMPERAMENT

- a. Must appropriately handle confidential information as required by State and Federal regulations;
- b. Must be courteous and able to deal effectively with people;
- c. Must be able to work as a member of a team;
- d. Must be able to cooperative, congenial and service-oriented; and
- e. Ability to work in an environment with frequent interruptions.

COGNITIVE ABILITY

- a. Ability to follow written and verbal directions and give direction to others;
- b. Ability to complete tasks with minimal supervision;
- c. Ability to read, write and do complex computations;
- d. Ability to use correct grammar, sentence structure and spelling;
- e. Ability to organize setting to efficiently accomplish tasks;
- f. Ability to work independently and make work-related decisions;

Administrative Assistant to Curriculum and Technology

- g. Ability to exercise good judgment in prioritizing tasks; and
- h. Ability to communicate effectively.

LICENSE

- a. Valid Driver's License

COMMENTS

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
- c. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.