



GENERAL INFORMATION

TITLE.....	Administrative Assistant for Curriculum and Instruction
DEPARTMENT.....	Administrative Assistants
LICENSURE.....	Not Applicable
ENDORSEMENT.....	Not Applicable
CLASSIFICATION.....	Classified
FLSA STATUS.....	Non-exempt
REPORTS TO.....	Assistant Superintendent for Curriculum and Instruction or his/her designee
SUPERVISORY RESPONSIBILITIES.....	Not Applicable
PRIOR EXPERIENCE.....	Experience as an administrative assistant/secretary is preferred
EVALUATION.....	Evaluated by the Assistant Superintendent for Curriculum and Instruction and/or other certified evaluators using the agreed upon evaluation tool.

JOB GOAL(S)

Under general supervision from administration, the employee will:

- Provide high-level administrative and organizational support to the Curriculum and Instruction Department. The employee assists with the coordination of curriculum initiatives, instructional programs, assessment processes, and professional learning activities to support district instructional goals and ensure efficient departmental operations, while managing multiple priorities and tasks in a fast-paced environment.

MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES

The criteria indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

Department Operations and Office Management

- Provide administrative support to the Assistant Superintendent for Teaching & Learning and other department leaders.
- Maintain a welcoming and professional environment for staff, visitors, and external partners.
- Manage department calendars, appointments, meetings, and events.
- Coordinate logistics for meetings including agendas, materials, scheduling, room reservations, and technology needs.
- Maintain departmental files, records, and documentation.
- Process invoices and maintain financial records related to curriculum, instructional materials, and professional development.
- Initiate purchases and manage distribution of instructional materials and department supplies.
- Assist with departmental budget tracking and planning.

Curriculum and Instruction Support

- Assist with coordination of curriculum development initiatives and instructional programs.
- Support the organization and dissemination of curriculum documents, pacing guides, and instructional resources.
- Maintain digital repositories and shared resources related to curriculum and instruction.
- Manage licenses for departmental digital tools, including student rostering, teacher access, troubleshooting and renewal.
- Assist department staff with the preparation and distribution of instructional materials and resources to schools.
- Support the implementation of district initiatives related to teaching, learning, and instructional improvement.
- Assist with Title grant submissions, reporting, budgeting, and tracking of expenditures to ensure alignment with approved budget applications.
- Assist with proportionate share requests and fund allocation to eligible schools.

Assessment and Data Coordination

- Assist with the coordination and distribution of district assessments.
- Maintain records related to assessment administration and reporting.
- Support data collection and organization for instructional initiatives and program evaluations.
- Prepare reports, spreadsheets, and summaries related to assessment results and instructional data.

Professional Learning Coordination

- Assist with scheduling and coordinating professional development workshops, training sessions, and instructional meetings.
- Manage registration, attendance records, and materials for professional learning opportunities.
- Coordinate logistics for presenters, facilitators, and external consultants.
- Support communication related to professional learning opportunities for staff.
- Assist with entering teacher absences and requesting substitute teachers for department scheduled professional development.
- Maintain and distribute evidence of completion/attendance forms for professional development hours to ensure staff have access to necessary licensure documents.
- Maintain professional development documentation for ROE and ISBE audits.

Communication

- Respond to email and phone inquiries from staff, parents, and community members for the purpose of providing information and/or direction.
- Assist in drafting and distributing communications related to curriculum initiatives, instructional programs, and professional learning.
- Coordinate communication between the Teaching & Learning department and district schools.
- Maintain department webpages, newsletters, and communication platforms as assigned.

Technology and Systems

- Utilize district software platforms including Google Workspace, student information systems (ISBE - SIS), assessment platforms, and other instructional systems.
- Assist with setting up, entering data and maintaining Skyward (including, but not limited to scheduling, teacher and student information).
- Maintain digital records and assist staff with accessing instructional resources.
- Assist with the preparation of presentations, documents, and reports for district meetings and Board of Education updates.
- Assist with registration of Multilingual learners, including data entry into Skyward and sync with SIS, in coordination with Registrar.
- Ensure all data handling and student record management complies with FERPA, SOPPA, and district privacy policies.
- Coordinate with technology department to manage purchases and maintain budget.

MENTAL DEMANDS

Knowledge

The employee is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include knowledge of various software packages including GoogleApps for education, word processing, and spreadsheet creation; parent notification systems, working knowledge of basic hardware operations used by the district including but not limited to white boards, chrome books, laptop/desktop, and iPads.

Ability

The employee is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job related equipment. Flexibility is required in this position to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Problem solving is required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; being attentive to detail; meeting deadlines and schedules; adapting to changing work priorities; displaying patience, a sense of humor, and teamwork.

Education/Preparation

At a minimum, the employee shall possess the equivalent of a high school diploma. However, verifiable college coursework beyond a high school diploma is preferred.

Reasoning

The employee shall possess the ability to define problems, collect data, establish facts, and draw valid conclusions. The employee shall possess the ability to solve practical problems and deal with a variety of abstract and concrete variables in situations where only limited standardization exists. The employee shall possess ability to interpret an extensive variety of technical instructions in written, oral, diagram or schedule form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, talk, hear, taste, and smell. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works inside and works in an educational setting with children of varying ages and abilities. Work duties may include occasional work in outdoor weather conditions and is subject to noises associated with an educational environment both indoors and outdoors. However, the noise level in the work environment is usually moderate. The employee is partially responsible for the safety and well-being of various school stakeholders. Duties may occasionally be performed in libraries, cafeterias, parking lots, gymnasiums, auditoriums, and hallways

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

ADOPTED

- April 7, 2026