



JOB DESCRIPTION

Job Title	Administrative Specialist, Teaching & Learning
Department	Teaching and Learning
Reports To	Executive Director of Teaching and Learning
Classification	Non-Affiliated
Location	Administration
Salary	On schedule
Length of Contract	12 months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Administrative Specialist, Teaching & Learning works directly with the Executive Director of Teaching and Learning to perform daily functions of the Teaching and Learning department including summer school, Educator Effectiveness, Mentor Program, and maintaining supports for professional learning.

Essential Job Functions

- Coordinates and communicates the department's expectations and works with other staff within the Teaching & Learning, Student Services, and Special Education departments as directed by the Executive Director of Teaching and Learning.
- Provides guidance and assistance to district staff and community members in answering questions and uses good judgment in making appropriate decisions to respond to situations when an administrator is not available.
- Answers the phone, greets visitors, answers questions, and provides information as requested.
- Screens and summarizes content of incoming materials and specially gathered data.
- Briefs supervisor regarding important issues or conflicts.
- Distributes outgoing documents and correspondence.
- Schedules and sets up meetings including arranging for and serving refreshments and providing necessary materials for meetings as directed.
- Serves as a positive public relations advocate for the department.
- Coordinates and maintains the Educator Effectiveness platform for certified employees.
- Assists with the planning and preparations for summer school, including state reporting, budget, contracts, summer school guide development, communication, Skyward development, transportation, and coordination with other district departments.
- Provides daily support while maintaining processes and records for the District mentor program for both the Teaching and Learning and Student Services Departments.
- Prepares and/or creates proposals, reports, presentation material, forms, flyers, statistical summaries, and other documents and communications that are complex and non-routine.
- Maintains accurate files and records and processes incoming correspondence as instructed.
- Prepares and maintains a variety of processes and related paperwork.

- Reports payroll and attendance records for specific programs, workshops, and other events.
- Assists with Teaching and Learning web pages and intranet site.
- Maintains Teaching and Learning Professional Learning registration site and email distribution lists.
- Assists with department budget activities.
- Acts as a back-up to the Executive Assistant and attends meetings and takes notes and minutes as assigned.

Ancillary Job Functions

- Takes notes and minutes during meetings as assigned.
- Schedules appointments for the Executive Director of Teaching and Learning as needed.
- Assists in preparation of reports and other department material.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Associate degree in a related field.
- Minimum of three years of related professional experience.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Five years or more of related professional experience.
- Bachelor's degree in a related field.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Strong Microsoft Office (Excel, Word, PowerPoint, and Outlook) knowledge and ability to use Excel to provide reporting in various forms.
- Strong Adobe Acrobat knowledge and ability.
- Ability to provide reporting in various forms.
- Office management skills.
- Ability to multitask, adapt to change, and work independently.
- Ability to provide services with a high degree of confidentiality.
- Ability to interact with the staff, co-workers, and the public in a friendly, service-oriented manner.
- Ability to operate a variety of office machines.
- Ability to maintain and create content for web page.
- Ability to initiate, moderate, and maintain a variety of social media and other web-based communications and networks.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands described below 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 essential functions.

- Frequently required to work at desk/computer for extended periods of time.
- Regularly required to talk and hear.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp and reach.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.