ADMINISTRATIVE ASSISTANT TO CURRICULUM AND TECHNOLOGY
JOB DESCRIPTION

JOB INFORMATION

TITLE: Administrative Assistant to Curriculum and 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:	06/11/2026	Board Approval Date: 08/03/2026

ORGANIZATION

DEPARTMENT: Technology and Curriculum

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

JOB SUMMARY & QUALIFICATIONS

SUMMARY

The Administrative Assistant to the Director of Curriculum and Technology provides high-level administrative, organizational, and operational support to the Director and the Curriculum and Instruction Department. This position supports district initiatives related to curriculum, instruction, assessment, professional learning, federal programs, technology, and educational innovation while maintaining confidentiality, professionalism, and effective communication with staff, families, and community stakeholders.

QUALIFICATIONS

The Administrative Assistant to Curriculum and Technology shall:

a. Possess a high school diploma;
b. Associate degree or post-secondary coursework in business, office administration, education, or related field preferred;
c. Have high school and/or supplemental training in typing, basic accounting procedures, and a thorough knowledge of general office operational procedures;
d. Possess a Minimum of three years of administrative assistant or secretarial experience preferred;
e. Experience in a school district or educational setting preferred; and
f. Demonstrate proficiency in the use of commercial office productivity software.

ESSENTIAL FUNCTIONS

SCOPE OF RESPONSIBILITIES

a. Administrative Support
b. Technology Support
c. Curriculum and Instruction Support
d. Data and Compliance
e. Communication and Coordination
f. Financial and Operational Responsibilities

CORE RESPONSIBILITIES

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

a. Administrative Support
    1. Provide direct administrative support to the Director of Curriculum and Instruction;
    2. Manage calendars, appointments, meetings, and departmental schedules;
    3. Coordinate meeting logistics including materials and room reservations;
    4. Maintain accurate departmental records, files, and databases; and
    5. Maintain organized digital and physical filing systems for departmental records.
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. Curriculum and Instruction Support
    1. Assist with coordination of curriculum review and development processes;
    2. Support implementation of instructional initiatives and district improvement plans;
    3. Organize and maintain curriculum documents and instructional resources;
    4. Assist with textbook, instructional material, resource ordering processes and communication with vendors;
    5. Coordinate logistics for district professional development sessions, workshops, and curriculum meetings, including facility scheduling, materials preparation, registration, catering orders, and food service coordination for refreshments and meals for participants;
    6. Coordinate and maintain records related to the district's teacher induction program, including participant enrollment, mentor documentation, attendance, and completion requirements;
    7. Track, maintain, and report Act 48 professional development hours for professional staff in accordance with Pennsylvania Department of Education requirements and district procedures;
    8. Assist with coordination of state and local assessment processes.;

9. Maintain inventory and distribution systems for curriculum materials, instructional resources, and textbooks;
10. Coordinate ordering, receiving, and tracking of instructional supplies and materials; and
11. Assist with updating the digital curriculum platform.

d. Data and Compliance
    1. Maintain confidential student, staff, personnel, curriculum, and departmental records in accordance with district procedures and state regulations;
    2. Assist with collection, organization, and reporting of academic and program data;
    3. Support state and federal reporting requirements as assigned;
    4. Monitor timelines and assist with submission of required documentation and reports; and
    5. Support preparation and organization of documentation for audits, grants, accreditation, and state reporting requirements.
e. Communication and Coordination
    1. Serve as a liaison between the Curriculum and Instruction Department and district staff, schools, vendors, and community members;
    2. Respond to inquiries and provide information regarding departmental programs and initiatives;
    3. Coordinate communication related to curriculum initiatives, professional learning, and instructional programs;
    4. Assist with website updates and department communications as assigned; and
    5. Coordinate schedules and communication among administrators, instructional coaches, teachers, and outside partners.
f. Financial and Operational Responsibilities
    1. Process purchase orders, invoices, reimbursements, and budget-related documents;
    2. Coordinate travel arrangements, conference registrations, and event logistics;
    3. Maintain inventory of instructional materials;
    4. Process and reconcile department purchasing card (P-Card) transactions, including collection of receipts, coding of expenditures, statement reconciliation, and submission of required financial documentation in accordance with district business office procedures;
    5. Assist with budget tracking and verification of curriculum and professional development expenditures related to purchasing card activity;
    6. Assist with grant documentation and financial recordkeeping for curriculum-related initiatives, including departments, Federal Programs, Bulldog Foundation Teacher Grant, and the Wellness Grant.

GENERAL RESPONSIBILITIES

The Administrative Assistant to Curriculum and Educational Technology shall also:

a. Assist other assistants under unusual circumstances of exceptional workload requirements with the prior approval of the responsible administrator;
b. Support district committees, leadership teams, and curriculum councils as assigned;
c. Assist with special projects and district initiatives.
d. Perform all other duties as directed by District Administration; and
e. 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.

PHSYICAL 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;
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 jobwill 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.