EAU CLAIRE AREA SCHOOL DISTRICT

JOB DESCRIPTION

Job Title	Administrative Assistant, Teaching & Learning
Department	Division of Teaching & Learning
Reports To	Director of Academic Services
Classification	Hourly Classified
Location	District Office
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 Assistant, Teaching & Learning serves as secretary to the Directors of Teaching & Learning. The Administrative Assistant, Teaching & Learning performs responsible financial and office work in the Teaching & Learning Office involving a considerable degree of independent judgment and initiative.

Essential Job Functions

- Provides clerical assistance to the Directors of Teaching & Learning and other department staff as needed
- Answers phones, greets visitors, and provides information as requested and represents the department through telephone, written, and personal contacts
- Ensures in the supervisor's absence that requests for action and information are handled or referred in a timely manner
- Screens and summarizes content of incoming materials and briefs supervisor regarding important issues or conflicts
- Schedules and sets up meetings and trainings, i.e., contracts, set-up, materials, technology, menu, etc.
- Schedules and provides materials for a variety of District academic programs.
- Prepares correspondence, contracts, presentation material, forms, and other documents as directed
- Works with high school counselors regarding student programming through CVTC and UWEC
- Assists in maintaining assessment systems for the District, including District and building surveys.
- Organizes communications to be sent to all families for all state assessments
- Assists in budget and grant development, including submission and modification of online federal grants and maintaining accurate records of expenditures and materials purchased
- Purchases supplies and equipment and maintains supply inventory for department as well as the elementary art, music, and physical education departments

The Eau Claire Area School District is an Equal Opportunity Employer

- Manages District curriculum documents
- Maintains and orders protocols and assessment tools
- Schedules District sponsored field trips and coordinates bussing
- Codes department timecards
- Maintains website and intranet for Academic Services
- Makes travel arrangements for staff

Ancillary Job Functions

- Performs other 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.

- High school diploma or GED
- Additional coursework or advanced training in secretarial skills and/or Microsoft Office Suite
- Recent successful experience as a secretary or other office professional position

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

- Associate degree from a vocational technical college
- Knowledge of district computer programs

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

- Ability to operate various office machines (computer, telephone, facsimile, copier, etc.)
- Proficiency in Microsoft Office programs and ability to perform data entry
- Excellent interpersonal skills
- Ability to function independently and make judgment calls
- High level of organizational proficiency and ability to multitask successfully
- Ability to interpret and communicate departmental and district policies, rules, and regulations
- Maintains a high degree of confidentiality on sensitive issues
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- 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.

- Must be able to work at desk/computer for extended periods of time

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment
- May be required to grasp, push, reach, or stoop/kneel/crouch
- May be required to lift up to 25 pounds
- 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.