



Title:	Administrative Assistant to Assistant Superintendent for Curriculum and Instruction
Reports to:	Assistant Superintendent for C & I
Terms of Employment:	12 Months
Salary:	TBD

Qualifications:

- Associate's Degree Preferred
- Graduation from high school and any equivalent combination of training and experience which provides the required knowledge, skills and abilities

Supervises: None

Essential Job Functions:

1. Drafts/composes/and/or types letters, memorandums, agendas, minutes, special reports, summaries, and other materials by following notes or oral instructions as guides
2. Uses various computer programs; word processing, publishing programs, data base and/or spread sheet to accomplish work task
3. Coordinates a variety of requests for services and time of administrators by setting and arranging schedules/appointments
4. Answers telephone, takes and receives messages, and greets visitors
5. Handles some requests for information and updates Assistant Superintendent of these completed tasks
6. Coordinates the returning of calls by gathering the information necessary to answer the request
7. Routes persons to the appropriate office or director
8. Plans and coordinates special programs and activities as requested
9. Distribute materials to other administrators/directors
10. Compiles data
11. Maintains files and records pertinent to curriculum and instruction materials
12. Researches information as needed and requested
13. Reorganizes and purges files as situations change and time frameworks change
14. Serves as backup to other administrative assistants
15. Stays knowledgeable of various curriculum and instruction issues and programs
16. Creates contracts based on standard form for educational consultants and follow through on the steps to securing necessary signature
17. Orders materials, tracks purchase orders, and processes invoices
18. Compiles, completes and maintains travel forms for the Assistant Superintendent
19. Assists in the processing of AB forms
20. Opens, sorts and categorizes mail, memos and incoming paperwork for Assistant Superintendent

21. Coordinates the ordering, purchasing and distribution of textbooks
 - Assists all schools with textbook concerns
 - Secures additional information in regards to textbooks as requested by schools
22. Prepares and distributes K-12 curriculum and instructional materials
23. Assists with budget matters as requested
24. Organizes for staff development activities by preparing materials, assisting with registration and renewal credit paperwork, maintaining stipend documentation, shopping for and preparing refreshments and setting up room
25. Completes all other tasks assigned by the Assistant Superintendent for Curriculum and Instruction