



# WAUNAKEE

## COMMUNITY SCHOOL DISTRICT

### Job Description

**Position Title:** Administrative Assistant to the Director of Elementary Curriculum and Instruction

**Employee Group:** Administrative Assistant

**Classification:** AA-L3

**FLSA:** Non exempt

**Supervisory Responsibilities:** None

**Reports to:** Director of Elementary Curriculum and Instruction

#### **Qualifications:**

1. High school diploma or equivalent (additional related training desirable but not required)
2. Good communication skills
3. Ability to assume responsibility, display initiative, think critically and exercise good judgment.
4. Advanced computer skills and ability to operate office equipment

Preferred experience:

Job related experience

Knowledge of software currently used in the district

#### **General Responsibilities:**

Performs responsibilities necessary to accomplish objectives established by the Director of Elementary Curriculum & Instruction. Adapts to the variety of responsibilities. Presents a positive image of the district in contacts with families, the community and staff. Properly handles confidential matters relating to students, student records, parents, staff and any other program-related issues.

**Essential Functions:** *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

#### **ESSENTIAL FUNCTIONS-CURRICULUM & INSTRUCTION PROGRAM:**

1. Answer telephone, take messages, screen calls, make appointments, and schedule meetings
2. Maintain workable filing systems
3. Properly handle mail/email
4. Prepare correspondence and other documentation

5. Process purchase orders, order supplies and maintain budget records for elementary curriculum & instruction, including federal grants
6. Coordinate professional development logistics and maintain catalog of offerings on district platform
7. Maintain accurate records related to educator effectiveness on district platform
8. Update district C&I website
9. Organize and maintain an efficient office

**ESSENTIAL FUNCTIONS-COMMUNITY EDUCATION PROGRAM:**

*For Afternoon Summer Program, First and Second Semester Community Education Classes:*

1. Coordinate class schedule and communicate with instructors to set schedule, classes and class descriptions
2. Create booklet with class information; organize distribution
3. Advertise classes, create and distribute flyers with class information
4. Schedule classes in facility usage software
5. Enter all class information in on-line registration database and monitor registrations, processing all telephone and mail-in registrations
6. Generate class rosters
7. Order class supplies, work with instructors to provide assistance as needed
8. Process purchase orders and maintain budget records
9. Update community education website
10. Answer questions and provide information as requested by community members

**Other Functions**

- Follows district policies and promotes a positive image of the District at all times.
- Perform other responsibilities as assigned by the Director of Elementary Curriculum and Instruction

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Knowledge, Skills, Abilities**

Written and verbal communication in English; write reports and business correspondence.

Read and interpret documents such as District reporting forms, procedure manuals, and governmental regulations.

Ability to effectively present information and respond to questions from diverse groups of administrators, school board members, staff, and the general public.

Add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out instructions furnished in written, verbal, digital, or diagram form. Ability to define problems, collect data,

establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables.

Ability to maintain good relationships with others. Good human relations skills.

Ability to use job-related equipment.

Adapt to changing work priorities with interruptions.

### **Physical Demands**

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, twisting, turning, lifting, carrying, and reaching.

Ability to lift, move and transport a variety of work related materials up to 25 pounds.

Ability to sit for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close vision.

### **Work Environment**

This job is performed indoors in a group office setting. The noise level in the work environment is low to moderate, but can be disrupting at times. Position usually demands meeting deadlines with time constraints and multiple, constant interruptions.

Adopted: 4/22/91

Revised: March 1994  
9/8/97  
October 2006  
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