



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

Job Description

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

Employee Group: Administrative Assistant

Classification: AA-L3

FLSA: Non exempt

Supervisory Responsibilities: None

Reports to: Director of Secondary 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 Secondary 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. Process purchase orders, order supplies/materials and maintain budget records for secondary curriculum & instruction, including federal grants
2. Coordinate professional development logistics and special projects including conferences, presentations, staff development days, etc.
3. Maintain accurate records related to educator effectiveness on district platform

4. Answer telephone, take messages, screen calls, make appointments, and schedule meetings
5. Prepare and properly handle mail/email, correspondence and other documentation
6. Maintain workable filing systems
7. Update district C&I website
8. District registrar for WI eSchool Network
9. Provide administrative support to district department chairs.
10. Organize and maintain an efficient office
11. Monitors summer curriculum writing projects
12. Updates reports/ presentations of student and district academic progress

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 Secondary 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
October 2022
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