



**Job Title:** Administrative Assistant IV, Curriculum & Instruction

**Department:** Curriculum & Instruction  
**Reports To:** Director of Curriculum & Instruction  
**Number of Days:** 12 Months  
**Compensation:** CA-12  
**Overtime Status:** Non-Exempt  
**Date Job Revised:** January 5, 2016

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**Position Summary:** Compose and edit correspondence, memoranda and forms required of the office. Maintain office records, filing systems and computer data base applications, as required. Process requisitions; maintain purchasing records for the office.

**Qualifications/Job Requirements:**

**Education:**

- High school education.

**Specialized Knowledge, Licenses, etc:**

- Proficient in Microsoft Office.
- Ability to operate general office equipment.
- Working knowledge of the district's computerized accounting system.
- Ability to communicate effectively and accurately in both oral and written form.

**Experience:**

- Demonstrate abilities in coordinating the day-to-day operations of an office environment.
- At least 5 years office management.

**Specific Training/Skills:**

- Capable of dissemination of integral information.
- Demonstrate proficiency in spelling, punctuation and grammar skills.
- Willingness to assume responsibility, exercise initiative and work pleasantly with teachers, administrators and community members.
- Must be able to perform multiple tasks in a variety of areas.
- Demonstrate keyboarding input of 45 words per minute.
- Enter requisitions on the Munis system, as needed.

**Other:**

- Prefer excellent attendance record, dependable, punctual and quality job performance.
- Ability to maintain confidentiality.
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**Customer Contacts (Internal and External):**

- Internal
  - School personnel, office staff and administrators.
- External
  - Extensive contact with parents and community members.

**Duties and Responsibilities:**

- Maintain a manner of speech which is friendly, positive and courteous with: teachers, administrators, business, parents and co-workers in person and by telephone.

**Minimum Qualifications:**

- Education: High school diploma or equivalent required. Additional certification/training preferred.
- Experience: Five years office/secretarial experience.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Plan meetings, invite attendees, and draft agendas.
- Organize and file confidential payroll/personnel information.
- Process requisitions for travel, supplies, and equipment through the efficient usage of the Munis system.
- Maintain Administrator's calendars and ensure timely attendance of meetings.
- Interface with the Munis, NOVUS and FACET systems.
- Other duties as assigned by Administrators.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Excellent written and verbal communication skills.
- Time management skills.
- Knowledge of Microsoft Word and Excel.
- A positive attitude and ability to work harmoniously with other employees.
- Must be a self-starter and willing to learn new duties.
- The ability to arrange things or actions in a certain order of pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words pictures, mathematical operations).
- The ability to apply general rules to specific problems to produce answers that make sense.
- The ability to tell when something is wrong or is likely to go wrong.

**Supervisory Responsibility:** Does not directly supervise any individuals.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Be able to sit for long periods of time without a break.
- Coordinate meetings in-person or via conference call.
- Frequent use of electronic mail.
- Accidents improbable outside of minor injuries, such as cuts, scrapes, or bruises.
- No exposure to chemical or health hazards.
- Primarily require working indoors in environmentally controlled conditions.
- Normal effort or occasional periods of light physical activity.