

WINOOSKI SCHOOL DISTRICT
Job Description: Administrative Assistant to the Director of Curriculum

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Date Approved/Updated: 5/3/2021

Location: District

Job Group: Support Staff, Union

Reports To (Position Name): Director of Curriculum

Summary of Position Responsibilities: Provide administrative support and organization to the Director Curriculum.

Essential Duties and Responsibilities:

Learning Recovery:

- Provide summaries of communications from AOE.
- Maintain a schedule for the Learning Recovery Team and sub-teams.
- Maintain digital and paper files.
- Proofread communications.
- Manage communications with various stakeholders.

Assessment

- Communicate with teachers about upcoming common assessments
- Develop school assessment schedules.
- Work with Data Manager and Special Education to ensure the smooth administration of state and national assessments.

Curriculum:

- Maintain digital and files.
- Proofread curriculum documents.
- Maintain public facing curriculum documents.
- Maintain a schedule for the Director of Curriculum.

Office Management:

- Generate and file reports requested by the Director of Curriculum.
- Provide technical support to staff working on curriculum.
- Answer telephone.
- Disseminate information to appropriate person/area.
- Assist visitors with questions/concerns.
- Schedule appointments with the Director of Curriculum.
- Take notes at meetings as needed
- Maintain a filing system.
- Distribute mail as needed.
- Work with administrative assistants across the district to ensure coherent practices and clear communication.

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

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Job Description: Administrative Assistant to the Director of Curriculum

Fiscal responsibilities:

- Maintain accurate and current budget documentation using the district fiscal software.
- Process, check-in and distribute purchase orders for K-12 Curriculum Department.
- Work directly with the Grants Manager to ensure compliance with federal and state grants regulations.

Administrative:

- Meet regularly with the Director of Curriculum to ensure the smooth operation of the Office of Curriculum.
- Demonstrate organizational skills
- Maintain a neat and orderly office.
- Demonstrate ability to maintain confidentiality in relation to staff and students.
- Maintain a professional and positive office atmosphere.
- Create a welcoming climate in the office.
- Support the Director of Curriculum with all additional tasks as needed to support the functioning of the Curriculum department.

Supervisory Responsibilities include: N/A

Qualification Requirements:

The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Computer proficient, technologically literate, with related business skills. High School diploma required.

Certificates, Licenses, Registrations:

Language Skills: Excellent oral and written communication skills

Mathematical Skills: Basic math skills required

Reasoning Ability: Ability to problem solve in a fast paced environment

Other Skills and Abilities:

Physical Demands:

The physical demands are typical 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 the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:

- | | | | | | |
|---|--|--|--|---|---|
| <input type="checkbox"/> _F_ <input type="checkbox"/> _Standing | <input type="checkbox"/> _F_ <input type="checkbox"/> _Walking | <input type="checkbox"/> _C_ <input type="checkbox"/> _Sitting | <input type="checkbox"/> _O_ <input type="checkbox"/> _Lifting | <input type="checkbox"/> _O_ <input type="checkbox"/> _Carrying | <input type="checkbox"/> _Pushing |
| <input type="checkbox"/> _Pulling | <input type="checkbox"/> _Climbing | <input type="checkbox"/> _Balancing | <input type="checkbox"/> _Stooping | <input type="checkbox"/> _Kneeling | <input type="checkbox"/> _Crawling |
| <input type="checkbox"/> _Crouching | <input type="checkbox"/> _Reaching | <input type="checkbox"/> _Handling | <input type="checkbox"/> _Fingering | <input type="checkbox"/> _Feeling | <input type="checkbox"/> _C_Talking |
| <input type="checkbox"/> _C_Hearing | <input type="checkbox"/> _O_Far Vision | <input type="checkbox"/> _O_Near Vision | <input type="checkbox"/> _Color Vision | <input type="checkbox"/> _Depth Perception | <input type="checkbox"/> _C_Repetitive Motion |
| <input type="checkbox"/> _ Eye/Hand/Foot Coordination | | | | | |

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Physical Effort: Please indicate on the continuum the requirements of this position:

<i>Sedentary Work</i>	<i>Light Work XX</i>	<i>Medium Work</i>	<i>Heavy Work</i>	<i>Very Heavy Work</i>
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

N Exposure to weather
 N Extreme heat
 N Extreme cold
 O Noise
 N Dust, vapors, fumes
F Time constraints
 C Public contact
 F Deadlines
 O Travel
 C Inside work

Terms of Employment: Salary or hourly wage and work year to be established by board or designee.

Compensation: Per Negotiated Agreement.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Negotiated Agreement.

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