



**POSITION DESCRIPTION  
WACONIA PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

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| <b>Position Title:</b><br>Administrative Assistant-Teaching & Learning  | <b>Department:</b><br>Teaching & Learning                             |
| <b>Immediate Supervisor's Position Title:</b><br>Director of Teaching & Learning  | <b>FLSA Status:</b><br>Non-Exempt                                     |
|   | <b>Classification Level:</b><br>Administration Assistant III/Grade 13 |
| <b>Job Summary:</b>   |   |
| <p>Under the direction of the Director of Teaching &amp; Learning, the Teaching &amp; Learning Administrative Assistant is responsible for providing a variety of administrative support, secretarial and clerical functions within the department in the areas of curriculum, staff development and gifted support. Duties assigned to positions at this classification series level typically require previous experience in administrative support procedures, and require independent judgment, discretion and knowledge of district procedures, policies and program fundamentals. Typical duties associated with the work include such representative tasks as purchasing curriculum and staff development resources; making arrangements for and coordinating staff development opportunities, conferences and workshops for staff; serves as the system administrator for the teacher evaluation system or other department related databases; maintaining the departments website, department calendars and participating in special projects, as assigned.</p> <p>Essential duties outlined below are intended as “representative” or “illustrative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.</p> |   |

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides administrative support and department assistance in the purchasing of resources, supplies and materials related to teaching and learning functions for schools in the district.
  - a) Purchases curriculum materials, licenses, online subscriptions and staff development resources for schools across the district.
  - b) Obtains vendor cost proposals and quotes, creates purchase orders, and reconciles orders.
  - c) Resolves customer service issues and processes invoices.
- Assists in coordinating in-district and out-of-district staff development opportunities for staff.
  - a) Registers administrators, faculty and staff for conferences, workshops and coaching clinics.
  - b) Assists in making any arrangements necessary (i.e. travel arrangements, catering, facility scheduling, material preparation, lodging, etc.).
  - c) Notifies schools of the need for substitutes.



- d) Registers teachers and students in the gifted program for conferences and events. Coordinates bus transportation and processes required mailings.
- Serves as the system administrator for various District programs/applications and/or databases (i.e. teacher evaluation system, Project Lead the Way, Scholastic's Read 180 NG/System 44NG, etc.).
  - a) Establishes and updates teacher user accounts, runs reports and uploads student rosters.
  - b) Attends webinars and provides ongoing program support to teachers and administrators regarding program changes and providing user troubleshooting and support of those program(s) issues.
- Provides support and assistance in tracking, monitoring and compiling past data in the preparation of the curriculum, staff development, gifted services and title budgets.
- Assists in compiling, contacting and researching information to support the efforts of curriculum program study and development activities.
- Updates and manages the department website. Updates curriculum documentation, assessment calendars and other data provided by the department website.
- Performs other duties of a comparable level or type, as required.
  - a) Attends training sessions, district in-services or staff meetings.
  - b) Assists in special projects, as appropriate.
- Attends work regularly and punctually.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

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| <b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>   |   |
| <b>Minimum Educational and Experience:</b>  |   |
| Requires a minimum of one year additional schooling or specialized training beyond HS and 3 years of directly related administrative support, clerical and secretarial experience or an equivalent combination of education and experience sufficient to perform the essential duties of the job. |   |
| <b>LICENSE/<br/>CERTIFICATION</b>   | <b>Identify licenses/certification required upon hiring:</b><br>Valid MN Drivers License or evidence of equivalent mobility   |
| <b>ESSENTIAL<br/>KNOWLEDGE AND<br/>SKILLS REQUIRED<br/>TO PERFORM THE<br/>WORK</b>  | <b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of general office procedures and practices.</li> <li>• Knowledge of office etiquette and customer relation procedures and routines.</li> <li>• District administrative policies and procedures.</li> <li>• Knowledge of school district organization and specialized office functions within the department/program/office of assignment.</li> <li>• Knowledge of general record keeping maintenance routines to perform data/record</li> </ul> |



- maintenance in filing or recording data in hard copy, websites or data filing systems.
- Familiarity with general office productivity software (i.e. word processing, spreadsheet, access, presentational software, email programs, etc.)
- General office equipment, e.g., copiers, facsimiles and phones.
- Knowledge of computer operation, informational systems and specialized programs used in recording and maintaining district, student or financial information and records (i.e. Skyward, Infinite Campus, rSchool Today, etc.) utilized by the department and district.

**Skilled in:**

- Applying and using word processing applications, spreadsheet applications, internet based applications, and database applications.
- Applying judgment and discretion in carrying out department and program specific procedures, policies, operational routines pertaining to assigned areas of responsibility.
- Organizing, planning and making arrangements for conferences, meetings, training sessions, meetings, special events, etc.
- Implementing district operations pertaining to the preparation of purchase orders, the ordering of instructional materials, supplies and office equipment; monitoring building budgets; and maintenance of inventory records/levels.
- Communication, interpersonal skills as applied to interaction with coworkers, high level administrators, department staff, faculty, etc. sufficient to exchange or convey information and to receive work direction.
- Implementing and maintaining departmental records, files, or lists.
- Customer service and human relation skills in assisting, dealing with and applying proper office and phone etiquette, judgment and discretion in provide and dealing with the staff, public and district personnel.
- Prioritizing job assignments, general organizational skills and performing work assignments requiring attention to detail, precision and accuracy.
- Skilled in the various administrative, secretarial and clerical functions.
- Applying specialized district software applications used in the maintenance of department/building files and records and in providing system/application support and troubleshooting to faculty and administrators regarding its use and application.

**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

| <u>Physical Activities</u>          | <b>Amount of Time Spent</b> |          |            |          | <b>Amount of Time Spent</b>     |      |          |            |          |
|-------------------------------------|-----------------------------|----------|------------|----------|---------------------------------|------|----------|------------|----------|
|                                     | None                        | 1/3 Less | 1/3 to 2/3 | Over 2/3 | <u>Lifting/Forcing Exerting</u> | None | 1/3 Less | 1/3 to 2/3 | Over 2/3 |
| Stand                               |                             | X        |            |          | Up to 10 lbs                    |      |          |            | X        |
| Walk                                |                             | X        |            |          | Up to 25 lbs                    |      | X        |            |          |
| Sit                                 |                             |          |            | X        | Up to 50 lbs                    | X    |          |            |          |
| Use hands to finger, handle or feel |                             |          | X          |          | Up to 100 lbs                   | X    |          |            |          |
| Reach with hands and arms           |                             | X        |            |          | Over 100 lbs.                   | X    |          |            |          |
| Climb or balance                    | X                           |          |            |          |                                 |      |          |            |          |
| Stoop, kneel, crouch or crawl       |                             | X        |            |          |                                 |      |          |            |          |
| Talk or hear                        |                             |          |            | X        |                                 |      |          |            |          |
| Taste or smell                      | X                           |          |            |          |                                 |      |          |            |          |

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**



**Physical requirements associated with the position can be best summarized as follows:**

**Light Work:**

Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**HAZARDOUS WORKING**

**CONDITIONS:** *The essential duties of the work are performed under various physical hazards or environmental conditions noted*

**Unusual or hazardous working conditions related to performance of duties:**

Duties are performed in a typical school/building/office setting where there are minimal environmental hazards and risks associated with performing the requirements of the job.

