

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT III – CURRICULUM AND INSTRUCTION

SALARY SCHEDULE: SSP-9

COST CENTER: CURRICULUM AND INSTRUCTION (9054)

QUALIFICATIONS:

- (1) Associates Degree in a business related field or a minimum of 5 years general office experience
- (2) Receive a minimum score of 90 on the Microsoft Word test.
- (3) Demonstrate ability to compose and format general correspondence by completing a writing exercise during the interview.
- (4) AS400 proficiency preferred
- (5) Excel proficiency preferred
- (6) Textbook adoption process experience preferred
- (7) Microsoft Publisher experience preferred
- (7) Microsoft Power Point experience preferred
- (8) Cross Pointe experience preferred
- (9) Science Fair Trakker experience preferred
- (10) P-card coding and transactions experience preferred
- (11) Able to organize and work independently with speed and accuracy and ability to work under stress and meet pressing deadlines.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform highly responsible duties necessary to support the Curriculum and Instruction Department. Knowledge of the organization, operation, program and goals. Knowledge of federal, state and District rules, regulations and policies. Strong organizational skills with ability to prioritize and respond timely and accurately to deadlines. Ability to maintain confidentiality. Considerable knowledge of office practices and procedures and operation of office equipment. Excellent oral and written communication skills. Effective use of business mathematics. Ability to exercise independent judgment in assigned duties and deal effectively with District personnel, outside agencies and the general public. Knowledge of computer programs including, but not limited to, Microsoft Word, Excel and Microsoft Publisher. Ability to schedule time and to handle multiple tasks in stressful situations.

REPORTS TO:

Director of Curriculum and Instruction

JOB GOAL

To perform the duties and responsibilities of the position to ensure the efficient and effective operation of the office.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Responsible for overall administrative support of the cost center head and office staff.
- * (2) Perform those duties that ensure a high order of administrative efficiency and employee responsiveness.

ADMINISTRATIVE ASSISTANT III - CURRICULUM AND INSTRUCTION cont.

- * (3) Independently compose and type routine correspondence
- * (4) Assist in training and supervising any clerical personnel as directed by supervisor.
- * (5) Maintain complete and accurate payroll records as assigned.
- * (6) Complete all site-based Human Resource related paperwork related to hiring, evaluations, transfer, and termination of personnel.
- * (7) Prepare contracts, invoices, supplements, additional duty days, work orders, and other paperwork as assigned.
- * (8) Respond to inquiries and concerns from parents, customers, etc. in a timely manner.
- * (9) Maintain daily appointment calendar for supervisor, scheduling appointments and meetings.
- * (10) Assemble a wide variety of information and data and assist in the preparation of reports and records.
- * (11) Coordinate cost center events.
- * (12) Communicate effectively with textbook vendors and coordinate all textbook adoption events and locations.
- * (13) Prepare agenda items or materials for meetings as assigned.
- * (14) Maintain a variety of files and records including personnel files.
- * (15) Keep supervisor informed of potential problems and unusual events.
- * (16) Use positive and effective interpersonal communication skills.
- * (17) Maintain confidentiality.
- * (18) Maintain a courteous and professional manner.
- * (19) Maintain positive effective working relationships with District / school personnel and coworkers.
- * (20) Participate in training to update and increase skills.
- * (21) Screen incoming telephone calls and refer to appropriate staff.
- * (22) Order and maintain office supplies.
- * (23) Report to work regularly and on time.
- * (24) Demonstrate initiative in the performance of assigned responsibilities.
- * (25) Perform assigned bookkeeping duties.
- * (26) Submit accurate reports in a timely manner and maintain all appropriate records.
- * (27) Complete assignments with minimum supervision.
- * (28) Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs.
- * (29) Receive and distribute mail.
- * (30) Demonstrate support for school or department and District goals and priorities.
- (31) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities