

**ADMINISTRATIVE ASSISTANT
ASSOCIATE DIRECTOR OF LEARNING**

JOB SUMMARY

Under general supervision, performs secretarial and clerical services to support the Associate Director of Learning.

QUALIFICATIONS

- High school diploma (or GED)
- One year experience so that with appropriate training, service may be provided in the specific role for which employed
- Knowledge of typing, office machines, and computers
- Ability to function in a variety of word processing, database, and spreadsheet programs
- Such alternatives to the above qualifications as the Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Associate Director of Learning
- Receive telephone calls; screen, handle or refer routine calls as necessary; determine and collect information necessary to process calls
- Prepare correspondence, memorandums, reports, and other written correspondence as required
- Maintain and prepare various forms, reports, files and records as requested by the Associate Director of Learning
- Prepare requisitions for equipment and supplies; complete necessary documentation for payment
- Perform duties such as filing, typing, faxing, copying, etc., as necessary and requested
- Make reservations for staff development as needed
- Process and manage communicating staff development (via School Station software) information to all professionals
- Coordinate in-service training set-up and refreshments
- Create and assemble Kindergarten parent manuals
- Send Extend letters to teachers and parents
- Modify and distribute transition letters
- Distribute standards and accomplishments to all teachers
- Organize and supervise textbook processing
- Perform other duties as assigned by the Associate Director of Learning or Director of Schools