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## BOARD AGENDA ITEM

Information/Discussion   
Future Action   
Action

Item: Approval of Administrative Assistant for WMTC

Date: 1/5/2024

Submitted by: Laura Castle

Board Meeting Date: 1/15/2024

Recommended by: Dave Rodgers

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**RECOMMENDATION:**

It is recommended that the board approve an Administrative Assistant position to support the work of West Michigan Teacher Collaborative.

**BACKGROUND:**

Over the next three years West Michigan Teacher Collaborative will recruit, select, and support over 300 teachers as they pursue initial teaching certificates or advanced degrees. An administrative assistant is needed to support with record management, scheduling, and candidate and community partner service. This position will be fully funded through the existing 19 million dollar Grow-Your-Own Grant from MDE.

## POSITION DESCRIPTION

<b>Job Title:</b>	<b>Administrative Assistant – West Michigan Teacher Collaborative</b>
<b>Classification:</b>	Non-Union Classified Hourly - Grade IV
<b>Reports To and Evaluated By:</b>	Director, West Michigan Teacher Collaborative
<b>Terms of Employment:</b>	Full-time, year-round (260 day) position, subject to all rules and regulations covering classified hourly personnel
<b>Supervises:</b>	NA

### **BROAD STATEMENT OF RESPONSIBILITIES:**

The WMTC Administrative Assistant will support the development, coordination, and execution of West Michigan Teacher Collaborative programming. WMTC is an initiative led by Kent, Ottawa, and Muskegon ISDs in partnership with GVSU to recruit, train, and retain the next generation of excellent teachers to lead West Michigan Classrooms. The Administrative Assistant will work with the WMTC Director and Program Coordinator as they support teacher candidates throughout the region. The Administrative Assistant will leverage skills in project and system management, outreach, organization, and relationship building to provide high quality service to regional partners and West Michigan Teacher Collaborative candidates. This role is essential to ensuring the success outcomes of the WMTC.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Perform clerical and office-based administrative duties including purchasing, invoicing, budget tracking, and scheduling
2. Meeting or event coordination and communication
3. Research support and project planning, progress monitoring of projects, and management of deadlines
4. Maintain accurate candidate, partnerships, media, and other related data and contact lists
5. Maintain team supplies and promotional materials
6. Demonstrate a strong commitment to equity and inclusion in all practices and responsibilities
7. Consistently provide excellent customer service to all WMTC candidates and partners
8. Organize and maintain candidate documents and accompanying timelines
9. Create and track purchase requisitions, maintain supporting documentation, and process invoicing
10. Track program budgets, provide monthly budget reports, assist with budget amendments and budget preparation
11. Manage department contracts, confidential records and paperwork in accordance with organizational and state requirements
12. Assist in the automation and streamlining of departmental processes
13. Compose letters, memos, meeting minutes and emails

14. Perform duties in manner that complies with all applicable rules, policies and law
15. Maintain a high level of professionalism and interpersonal communication skills such as discretion, integrity, confidentiality, and flexibility
16. Maintains regular and consistent employee attendance
17. Other pertinent duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. High school graduate with 3+ years office administration experience, some college strongly preferred
2. Excellent organization, time management and project support skills,
3. Demonstrates initiative with consistent attention to detail and follow through
4. Demonstrated “client service” focus
5. Ability to support multiple projects while meeting deadlines
6. Self-starter able to problem-solve, and enjoy working with a variety of teams
7. Enthusiasm/willingness to take on new projects and learn new things
8. Maintains a drive for excellence in all projects and products
9. Advanced Microsoft Office, Google Suite, and office management skills, with the ability to become familiar with district-specific programs and software
10. Knowledge of successful event planning and organization in a team setting
11. Effective written communication skills
12. High level of communication and interpersonal skills such as discretion, integrity, and flexibility to interact effectively with administrators, peers, constituent districts, advisory committee members, and the general public
13. Strong organizational, leadership, project management, and problem-solving skills with impeccable multi-tasking abilities and ability to work efficiently and effectively under pressure
14. Enthusiasm and commitment to work in a start-up environment, contributing to systems development that support the mission

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.