

JOB DESCRIPTION

Wood Dale School District 7

TITLE: Administrative Assistant to the Curriculum Director

QUALIFICATIONS:

- Bachelors degree preferred. High school diploma or GED required, plus 3-5 years in general office work or training, or an equivalent combination of education and experience. Experience in a school district environment preferred.
- Ability to effectively communicate in Spanish or Polish preferred (oral and written) preferred.
- Achievement Focus - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; recognizes and acts on opportunities; takes calculated risks to accomplish goals.
- Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.
- Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.
- Conflict Resolution - Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.
- Continuous Learning - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.
- Cost Consciousness - Works within approved budget; conserves organizational resources.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
- Diversity - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values; maintains confidentiality.
- Impact & Influence - Displays ability to influence key decision-makers; achieves win-win outcomes; uses authority appropriately to accomplish goals.
- Initiative - Volunteers readily; initiates tasks and completes them independently; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed; learns new tasks quickly; works in a fast-paced environment.
- Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.
- Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.
- Judgement - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; represents the school district in a positive manner.
- Personal Appearance - Dresses appropriately for position; keeps self well groomed.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans; exceptional organizational skills; ability to multitask.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure Quality; maintains a high standard of excellence.
- Quantity - Meets productivity standards; completes work in timely manner; adheres to strict deadlines; strives to increase productivity; works quickly.
- Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- Stakeholder Service - Responds promptly to stakeholder needs; responds to requests for service and assistance; meets commitments.
- Strategic Thinking - Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; adapts strategy to changing conditions.
- Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- Use of Technology - Demonstrates required skills; adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity; keeps technical skills up to date. Exceptional knowledge of Google Suite.

REPORTS TO: Curriculum Director

JOB GOALS: Assists the curriculum department to ensure a smooth and efficient operation. Performs clerical and administrative functions such as drafting correspondence, scheduling appointments, budgeting, organizing, and maintaining paper and electronic files and multiple databases.

PERFORMANCE RESPONSIBILITIES:

1. Supports Curriculum Department with projects, communication and reporting.
2. Completes, manages, maintains, and submits grant applications and reports for state and federal grants.
3. System administrator for various programs.
4. Enter and retrieve information from the District student information system.
5. Manage and monitor curriculum department annual budget.
6. Order all K-8 curriculum materials and district supplies, coordinate delivery of materials, and maintains inventory.
7. Maintain and manage curriculum inventory and district supplies; including electronic subscriptions related to curriculum.
8. Setup and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, correspondence, or other material.

9. Coordinate, setup, and manage Professional Development meetings and workshops (registration materials and food, workshop details, PDH forms).
10. Maintain professional development records and reports to ensure compliance.
11. Report professional development attendance and earnings to the payroll department.
12. Complete and submit select state reports through IWAS to ensure compliance.
13. Answer telephones and provide information to callers, take messages, or transfer calls to appropriate individuals.
14. Post vacancies using the District's online application system and distribute electronically to universities and outside agencies.
15. Register for job fairs and maintains job fair materials.
16. Maintain Director's calendar including appointments, deadlines, and commitments.
17. Maintain curriculum department information on the district website
18. Coordinate, communicate and assist with after-school enrichment programs for students.
19. Attend department meetings when requested
20. Other duties as assigned by the Curriculum Director or designee.

TERMS OF EMPLOYMENT:

Twelve-month contract. Salary to be established by the Board.

EVALUATION:

Performance of this job will be evaluated annually
Accordance with provisions of the Board's policy on Evaluation of Nonprofessional Personnel.