

West Orange-Cove CISD			
JOB TITLE:	Administrative Assistant to the Executive Director of Curriculum and Director of Communications		
REPORTS TO:	Executive Director of Curriculum and Director of Communications	JOB GRADE:	6
DEPT./SCHOOL:	Administration Building	SERVICE DAYS:	226
FSLA:	Non-Exempt		

PRIMARY PURPOSE:

The role of the administrative assistant for curriculum and communications is to facilitate and implement the efficient operation of the curriculum department and communication/public relations department and provide clerical/secretarial services for both departments.

QUALIFICATIONS:

MINIMUM EDUCATION/CERTIFICATION

High school diploma or equivalent

SPECIAL KNOWLEDGE/SKILLS

Proficient skills in typing, word processing, and file maintenance

Proficiency in office records management and business writing

Effective communication and interpersonal skills

Knowledge of basic computer operations and skills

Knowledge of basic accounting principles

Excellent organization and time management skills

MINIMUM EXPERIENCE

Thirty semester hours of college credit with some business orientation or equivalent business school training **OR**

Three years of general clerical/secretarial experience

PERFORMANCE OBJECTIVES:

- Demonstrate thoroughness, reliability, and a high degree of accuracy in performing work assignments.
- Work cooperatively with others and maintain a positive attitude in the work environment.
- Demonstrate initiative and good judgment in problem-solving and decision-making.
- Have good attendance and use time productively on the job.
- Keep informed of and comply with district and State policies, rules and regulations.
- Accept supervisory direction and strive to improve job skills.
- Demonstrate tact, courtesy and helpfulness in dealing with staff, students, parents and visitors to the building.
- Demonstrate professional standards in appearance and personal conduct.

ESSENTIAL FUNCTIONS:

- Perform duties involving secretarial skills and routine office procedures.

Administrative Assistant to the Executive Director of Curriculum and Director of Communications

- Prepare written correspondence forms, schedules, or reports using personal computer.
- Schedule meetings and appointments and maintain calendar for the Director of Communications and Executive Director of Curriculum.
- Update handbooks, policy manuals, and other documents as assigned.
- Sort, organize and distribute incoming mail; distribute mail and other documents to appropriate staff/departments.
- Exercise good telephone etiquette, take reliable messages, and route to appropriate staff; act as receptionist and interact with parents, central office personnel, places of business, teachers, students and others.
- Maintain physical and computerized files including inventory of school and office supplies, mailing lists, student records, visitor logs, and office communication.
- Prepare and make cash deposits for activity account(s). May be responsible for maintenance of activity checkbook(s) and ledger(s).
- Assume responsibility for school keys to approved personnel.
- Monitor and process personnel time records including leave requests and reports. Compile information and submit to central office.
- Prepare instructional materials, meeting agendas, honor rolls, graduations lists, and district communications as requested.
- Support communications with photo/video coverage of campus events during school day.
- Support special events/projects.
- Provide webmaster support.
- Close caption district videos.
- Assist with photo/video studio transitions.
- Assist with the Mustang Store inventory.
- Maintain photo permission documentation.
- Perform other duties as assigned by the Executive Director of Curriculum and Director of Communications.

EQUIPMENT USED:

Computers and printers
Cameras and video cameras
All general office equipment

Administrative Assistant to the Executive Director of Curriculum and Director of Communications

WORKING CONDITIONS:

Maintain emotional control under stress
Exceedingly busy office environment with daily interaction with other staff
Work with frequent interruptions

This document describes the general purpose and responsibilities of this position and is not an exhaustive list of all responsibilities, duties and skills that may be required.

Signature

Date