



## JOB DESCRIPTION

JOB TITLE: **Administrative Assistant (Curriculum, Instruction & Assessment)**

Position Type: <b>Classified</b>	Department: <b>Curriculum, Instruction &amp; Assessment</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Deputy Superintendent of Curriculum, Instruction &amp; Assessment</b>
Salary Range: <b>Range 34</b>	
Term of Employment: <b>12 months</b>	Date: <b>April 24, 2024</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

Assists the Deputy Superintendent of Curriculum, Instruction & Assessment by performing a variety of office work management, records, and communication tasks to ensure an efficient operation of the department.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

- Performs all administrative and secretarial duties for the Deputy Superintendent of Curriculum, Instruction and Assessment, including managing appointments, calendar and any travel arrangements for the department as needed. Provides clerical support to Curriculum, Instruction and Assessment Specialists, Gifted Services Manager, Instruction Technology Manager, Career & Technical Education Manager, Community Education Director, Director of Online & Virtual Learning & English Language Learner Coordinator.
- Assists in the curriculum adoption process. This includes but is not limited to: creating purchase orders and coordinating with purchasing buyers to ensure the correct items are received and distributed to campuses and the District Office. Maintains a running spreadsheet of all current adopted curriculum items. Works closely with the CIAS associated with the curriculum adoption to maintain an up-to-date adoption timeline. Ensures all necessary adoption materials and

presentations are prepared and accessible for Deputy Superintendent and Governing Board review and approval.

- Supports the development and close monitoring of the curriculum budget; collaborates with the Federal Grants Manager to ensure efficient utilization of federal and state grants for the curriculum department; creates and regularly updates a shared budget document; attends monthly CIA/Finance meetings
- Prepares information for Deputy Superintendent or others as directed for Board meetings, to include but not limited to: adding topics to Board Docs, compiling documents and presentations necessary for Board Meeting, communicating with Governing Board secretary, keeping to Board agenda timeline
- Composes correspondence dealing with subject matters in ways that require some judgment or discretion, replying to inquiries and presenting or requesting information as delegated.
- Records notes or records of employee hearings from recorded proceedings.
- Communicates and works with parents and school/district staff in regard to problems that may arise that do not require the attention of the administrator/supervisor.
- Creates and maintains manuals and computerized files.
- Carries out program related tasks on behalf of the Deputy Superintendent, frequently involving significant contact with program clientele or beneficiaries, and requiring program knowledge, discretion and interpersonal skills.
- Coordinates the preparation of in-services, teacher/administrator trainings and workshops as directed, including room set-up paperwork, ordering and organizing supplies, materials, copies.
- Maintains lists of committee members for various special services-related committees and schedules and attends meetings as directed.
- Orders and maintains supplies and materials needed.
- Assists department personnel as necessary; creating requisitions, travel documents, absence requests, summer work addenda.
- DVUSD Spelling Bee coordinator responsibilities: communicating with K-8 schools to obtain information for the spelling bee, ensuring the campus spelling bee coordinators are on timeline created by State Spelling Bee, room booking, order trophies, copies, etc.)
- Monitors curriculum/gifted information on DVUSD website and DVUSD Portal, updating when necessary.
- Monitors and approves Kronos records for Department classified staff.
- Maintains filing system; keeps current by entering and withdrawing materials and correcting errors.
- Compares data from several sources to ensure accuracy of report statements, descriptions or phraseology, according to established criteria and relying on some knowledge of the subject material.
- Gathers and compiles data into statistical information to meet requirements of periodic or other scheduled reports according to established procedure.
- Creates presentation materials using computer software such as PowerPoint, Excel, Word, etc.

**MARGINAL DUTIES:**

- Other job related duties as assigned by the supervisor.

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**SUPERVISORY RESPONSIBILITIES:**

- Supervises staff, as assigned.

**SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have advanced knowledge of computers.
- Must be proficient in Microsoft Office (Word, Excel, PowerPoint) and Google Docs, in addition to the following DVUSD platforms: Winocular, BoardDocs, DVUSD Travel Site, PowerSchools, Frontline, Kronos, DVUSD Room Booking System and Groupwise
- Ability to operate specific equipment or tools.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

**EDUCATION AND/OR EXPERIENCE:**

- High school graduate or equivalent.
- Experience in office records, communications work, and experience using computer software such as PowerPoint, Excel, Word, Google Docs, etc.

**PHYSICAL DEMANDS:**

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually quiet.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*