

**Roswell Independent School District
Job Description**

Job Title: ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF INSTRUCTIONAL PROGRAMS

Reports To: ASSISTANT SUPERINTENDENT FOR INSTRUCTION & DIRECTOR OF INSTRUCTIONAL PROGRAMS

General Job Description:

Under indirect supervision, coordinate and provide administrative/secretarial support to the Assistant Superintendent for Instructional and Director of Instructional Programs.

Essential Duties and Responsibilities:

1. Receive telephone calls and walk in complaints, document and refer to the appropriate individual.
2. Type correspondence, reports, agendas, minutes, memorandums and forms as directed by the Assistant Superintendent for Instruction and Director of Instructional Programs.
3. Generate flyers for workshops, events and advertisement.
4. Input and analyze data, and draft reports such as:
 - a. Professional Development – sign in sheets (attendance), evaluations (distribute and track surveys).
 - b. Dual Credit – student enrollment forms, textbooks needed to be purchased, state dual credit report.
 - c. Civil Rights/OCR Report – collect data and input into the Civil Rights Data Collection Site.
5. Assist with committee meetings i.e., academic advisors meetings and gear-up meetings.
6. Assist with technology i.e., setting up laptop and connecting to the promethean board.
7. Assist with the district curriculum and textbook selection.
8. Assist with professional development and back to school meetings for RISD staff.
9. Assist with implementation of instructional programs.
10. Assist with managing and tracking the instructional funds.
11. Assist with Kindergarten Round-up:
 - a. Collect all updated forms for round-up package.
 - b. Create, print and distribute packages to all elementary schools.
 - c. Collect enrollment numbers per school and report to Superintendent.
12. Assist with Textbook Adoptions:
 - a. Retrieve state adopted materials list from PED.
 - b. Request samples from publishers on the state adopted list.
 - c. Prepare evaluation sheets, assist with selection, prepare selection packages for board members and order materials for the adoption.
13. Assist with the Secondary Summer School Program.
14. Order all materials from instructional funds, district wide.
15. Place service calls for Xerox copy machine and order supplies.
16. Maintain files and records as required.
17. May be required to pick up materials.
18. May be required to arrange special functions.
19. Textbook Inventory & Textbook Deletion.
 - a. Customize the State Textbook Inventory Sheet to reflect the textbooks in the district.
 - b. Distribute inventory sheets to each school to be updated, returned and filed.
 - c. Monitor textbook inventory by confirming books are not of adoption or obsolete.
 - d. Generate work-orders for deleted books to be picked up and disposed of properly.
20. Maintain confidentiality with sensitive matters.
21. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
22. Report to work on time and work no less than 7 hours per day.
23. Work independently with very little supervision.
24. Attempt to deescalate parents; listening/visiting with parents about their concerns prior to parent meeting with administrators.
25. Knowledge of computer systems, including data bases and word processing programs.
26. Personal and professional task management through the use of technology.
27. May be required to perform other duties as assigned by your supervisor(s).

ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF THE INSTRUCTIONAL PROGRAMS (CONT'D)

Supervisory Responsibilities:

May be required to supervise student workers.

Qualifications:

1. High School diploma or GED
2. Three years' experience in an administrative clerical position, at least one of which should have been in an educational environment.
3. Valid Drivers' license and Car Insurance (if you travel from site to site)

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site visits when needed. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date