



Job Title: Curriculum/communications administrative assistant

Job Family: School Based Support

Pay Program: Classified

Job Code:

Typical Work Year: 10 Months

SUMMARY: Provide administrative and clerical support to Curriculum Directors, including but not limited to: coordinating meetings and events; keeping information confidential; receiving and responding to inquiries and requests; prepare and manage correspondence, newsletters, reports and documents; compiling reports; entering and retrieving data using the computer and/or the District student information system; Collaborate with district staff to produce professionally designed print and electronic materials, including social media and websites, that support the strategic vision of DCG Schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES: 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.

Job Tasks Descriptions	Frequency	% of time
1. Provide and coordinate all clerical support activities for the Curriculum staff, including but not limited to: receiving and responding to inquiries and requests; prepare and manage correspondence, newsletters, reports and documents; compiling reports; entering and retrieving data using the computer and/or the District student information system.	Daily	50%
2. Enter and/or retrieve data using the student information system or other automated system. Responsible for data entry, organizing and collecting data, and ensure data hygiene for state reporting.	Daily	15%
3. Coordinates school events such as conferences, professional development, curriculum meetings, staff gatherings, and/or other school events as needed. Duties may include coordinating the room set-up, preparing signs, arranging for refreshments, printing, certificates, and other related activities.	Weekly	15%
4. Communicate, collect, edit, design, and coordinate printing/distribution of the District newsletter. Proactively utilize various social media to send out district information. Ensure website is up to date.	Daily	20%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Must be a minimum of 18 years old.
- Minimum of three years of experience in clerical support positions preferred.
- Experience working with elementary-age students preferred.

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Effective verbal and written communication skills
- Critical thinking and problem solving skills.
- Time management, organizational and prioritization skills.
- Intimate knowledge of spreadsheets and word processing.
- Knowledge of District and school policies and procedures preferred.
- Ability to maintain confidentiality in all aspects of the job.

- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, Superintendent’s policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word and Excel.
- Operating knowledge of typical office equipment, such as telephones, copier, fax machine, e-mail, 10-key, etc. preferred; required within 2 weeks after hire.
- Operating knowledge of district student information system required within 1 month after hire.
- Operating knowledge of e-mail & communication management systems required within 2 weeks after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title	Job Code
Reports to:	Curriculum Directors	

	Position Title	# of Employees	Job Code
Direct Reports to:	This job has no supervisory responsibilities	0	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands & arms				X
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

Weight & Force Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			

Up to 100 pounds	X			
More than 100 pounds	X			

Mental Functions:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute				X
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

Work Environment:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands:	Required:
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

Noise Level:	Exposure Level:
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	