

Granite Falls School District  
Position Description  
**Administrative Assistant to the Director**

**GENERAL SUMMARY**

The responsibilities of this position is to coordinate activities of an administrative office and serve as administrative assistant to the Director of Curriculum, Instruction, and Assessment or other administrator, including promoting positive public relations, providing a wide variety of services to students, staff and the public, and maintaining a wide variety of records.

**SPECIALIZED FUNCTIONS**

1. Office of Curriculum, Instruction, and Assessment
  - a. Managing files and maintenance of online databases for Special Programs in district schools
  - b. Address parent concerns regarding HiCap, SES, ELL, Title I/LAP, Special Programs, and all areas of Curriculum, Instruction, and Assessment in accordance with school board policies
  - c. Supporting development of annual reports to OSPI regarding programs such as HiCap, SES, ELL, Title, and LAP
  - d. Tracking trends and other useful data regarding student progress by creating computer spreadsheets and presentations
  - e. Maintaining student records at the district level for Special Programs
  - f. Planning and reservations for all travel arrangements for director, administrator and teaching staff involved with Curriculum, Instruction, and Assessment
  - g. Coordination of district and state level assessments such as ELPA 21, SBAC, HSPE, EOC, WELPA, IOWA, CoGat. Securely delivering paper pencil tests, collecting scorable and non-scoreable materials from buildings, ordering assessment materials, returning assessment materials, pre id labels, printing test tickets, verifying rosters, processing and tracking appeals, processing and tracking invalidations and irregularities in testing security and any other duties necessary to facilitate testing
  - h. Budget planning and implementation for all accounts overseen by Director of Curriculum, Instruction, and Assessment
  - i. Assisting director as needed to insure facilitation of and compliance with all aspects of Special Programs Department as directed by OSPI
  - j. Maintain student programs in student systems such as Skyward & CEDARS
  - k. Compile data and monitor programs overseen by department in programs such as Skyward, CEDARS, & Renaissance Learning, Homeroom and My School Data
  - l. Navigate and assist director and school buildings with assessments in the following types of systems: Online Reporting System (ORS), Test Information Distribution Engine (TIDE), Washington Comprehensive Assessment Program (WCAP), American Institute for Research (AIR), and Washington Access to Instruction and Measurement (WAIMS)
  - m. Assist buildings with Digital Library, CAA/CIA, COE and Educational Milestones
  - n. Coordination of Clock Hour committee, including but not limited to: Distributing proposals to committee members, tracking approval/denial of proposals, getting required documentation, advising whether approved or denied and submitting data for Clock Hours Forms
  - o. Coordinating between departments resolving day to day administrative and operational issues.
  - p. Scheduling and coordinating meetings, interviews, events, professional learning and other similar activities overseen by the department.
  - q. Sending and receiving forms for the department or on behalf of other administrators for the department.
  - r. Responsible for managing the office calendar and scheduling for the director.
  - s. Prepare and distribute departmental staff newsletter.

**TYPICAL FUNCTIONS**

To effectively perform the essential functions of any position with the District, regular attendance is required and expected.

Depending upon the individual assignment, the Secretary performs all or a combination of several of the following duties:

1. Coordinate the operation of the office; greet students, parents, staff and the public; answer a wide variety of telephone and in-person inquiries; provide a variety of information on procedures, events and schedules; promote positive public relations for the District/school.
2. Maintain a variety of detailed program and school records, such as budgets, student counts, enrollment, registration, attendance, vocational, athletics, timesheets, and other administrative records for revenue tracking/generation and legal compliance; compile data and perform calculations; prepare a variety of reports; maintain student records/transcripts.

3. May prepare and process requisitions and purchase orders for the school, program, department, district and Associated Student Body (ASB) program; order supplies, materials and equipment; process, stock and distribute materials; maintain accounting books; track expenditures and prepare reports; process invoices and payment orders; perform bookkeeping and revenue collection/deposits for ASB and general fund and/or athletics (including banking).
4. Serve as secretary; compose, format and type a wide variety of correspondence, memoranda, newsletters, bulletins, manuals, forms, reports, meeting minutes, records and other materials; may take and transcribe dictation; duplicate and distribute materials; screen calls; maintain appointment calendar; schedule meetings; open and route mail.
5. Maintain and report payroll records for building staff; call for classified substitutes as needed; orient substitutes assigned to building.
6. Perform a variety of specialized functions, which may include: enrolling and withdrawing students, maintaining student attendance records and contacting parents, coordinating and preparing for special events and programs, taking and maintaining inventory and other administrative support assignments; ensuring maintenance of office equipment; receiving and distributing messages for students/bus passes/classroom mail; coordinating college and scholarship announcements and application deadlines.
7. Develop written procedures for functions for staff such as attendance, reporting systems, sibling synchronization for conferences, etc.
8. Track a variety of deadlines to ensure timely completion and filing of a variety of reports and responses.
9. May provide first aid to ill and injured students; assesses need for emergency or parental contact.
10. Provide secretarial assistance to other administrators, teachers, specialists and parent volunteers as time permits.
11. Provide a variety of building and program services to create a positive environment.
12. May supervise students in the office, monitor behavior, listen to student confidences, and/or refer problems to administrators, counselors, teachers or specialists as appropriate.
13. Serve as member of instructional support team of the District; perform related duties consistent with the scope and intent of the position.

### **REPORTING RELATIONSHIPS**

Reports to the Director of Curriculum, Instruction, and Assessment.

### **MENTAL DEMANDS**

Requires proficiency, diplomacy, discretion, and effective oral/written communication skills in the form of student/public relations and conflict/problem resolution; requires good listening skills; requires dealing effectively and appropriately with public and staff including distraught or angry parents and students both in person and by telephone; requires considerable concentration and quick return-to-work abilities because of frequent interruptions; requires adaptability and flexibility to different student, staff, parent, and community learning/working styles and abilities to promote effective relationships; requires effective on-the-spot decision-making and problem-solving skills; requires performing under stress when confronted with emergency, critical and unusual situations, and day-to-day deadlines; stress and/or tension is a occasional part of the job; requires ability to establish and complete objectives; requires substantial self-discipline in behavior and attitude; requires modeling effective and appropriate behavior at all times; frequently requires working with distraught, angry or hostile individuals; requires efficient, adept organization and time management skills; requires working independently with minimal supervision; requires working as a team member with office staff; requires establishment of priorities and frequently re-channeling efforts to meet deadlines for projects and reports; requires performance of detailed work in reference to preparation and computation of data, and analysis of information both verbally and in written form; requires a high level of proficiency in reading, writing, and average ability in mathematics; requires understanding of a variety of laws and regulations governing Washington State schools furnished in written, oral, diagram, or schedule form; requires maintenance of strict confidentiality and display loyalty and integrity to employer; requires high degree of proficiency in English usage including grammar and spelling; requires high degree of proficiency in secretarial skills including composition and formatting of correspondence, setting up and maintaining accurate files and records, taking and transcribing dictation, operation of a variety of office machines, accurate keyboarding with speed, and proper telephone etiquette; requires understanding and proficiency in operation of personal computer and software programs.

### **PHYSICAL DEMANDS**

Exposure to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer; accurate keyboarding skills of 50 wpm or better; sitting for extended periods of time without restrictions; twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to floor; lifting/carrying objects weighing up to ten pounds constantly; 26-50 pounds rarely, assistance for heavy lifting/carrying/pushing/pulling available; good visual and hearing ability; requires operation of office equipment and computer; requires ability to work independently with minimal supervision; requires organizational skills to coordinate multiple priorities; may be exposed to infectious diseases carried by students; may be exposure to bodily fluids in the health room and required to wear gloves as necessary; may require restraining out-of-control students.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

High school diploma or equivalent and three years of increasingly responsible office experience, including records maintenance, bookkeeping and customer service. Advanced training in secretarial procedures may substitute for up to two years of the required experience on a year-for-year basis. Experience dealing with school-aged children preferred.

### **Licenses/Special Requirements**

Fingerprinting required (satisfactory background clearance results); depending on assignment, current first aid and CPR certification and annual HIV training.

## **CONDITIONS**

The preceding list of essential functions is not exhaustive and maybe supplemented as necessary.