

## WINOOSKI SCHOOL DISTRICT

### Job Description: Administrative Assistant to the Director of ELL & Curriculum

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**Date Approved/Updated:** February 2, 2016

**Location:** John F. Kennedy School

**Job Group:** Support Staff, Union

**Reports To (Position Name):** Director of ELL & Curriculum

**Summary of Position Responsibilities:** Supportive role to the Director of ELL & Curriculum and the smooth and efficient operation of the school office.

#### **Essential Duties and Responsibilities:**

##### Registration:

1. Maintain registration records.
2. Maintain accurate information in database, including residency information, attendance, ELL status, primary language, date first entered US and country of heritage.
3. Compile information as needed for Director of ELL & Curriculum.
4. Support head administrative assistant in the JFK Elementary Office as needed.

##### Attendance:

1. Maintain daily, accurate and up-to-date records for all students PreK-5 maintain daily, accurate and up-to-date records for satellite schools.
2. Make daily phone calls for all students who are absent.
3. Give tardy slips.
4. Update attendance in Web2School.

##### Office Management:

1. Generate and file reports requested by Director of ELL & Curriculum.
3. Provide technical support to all staff.
4. Answer telephone.
5. Disseminate information to appropriate person/area.
6. Assist visitors with questions/concerns.
7. Schedule appointments with Director of ELL & Curriculum.
8. Maintain filing system.
9. Distribute mail as needed.
10. Support head administrative assistant in the JFK elementary office as needed.

##### Fiscal responsibilities:

1. Maintain accurate and current budget documentation.
2. Process, check-in and distribute purchase orders for K-12 ELL Department.
3. Manage effectively Unifund to produce and maintain purchase orders.

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*The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.*

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Administrative:

1. Demonstrate organizational skills
2. Maintain a neat and orderly office.
3. Demonstrate ability to maintain confidentiality in relation to staff and students.
4. Maintain a professional and positive office atmosphere.
5. Create a welcoming climate in the office.
6. Support the Director of ELL & Curriculum with all additional tasks as needed to support the functioning of the ELL & Curriculum department.

**Supervisory Responsibilities include:** N/A

**Qualification Requirements:**

*The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: Computer proficient, technologically literate, with related business skills. High School diploma required.

Certificates, Licenses, Registrations:

Language Skills: Excellent oral and written communication skills

Mathematical Skills: Basic math skills required

Reasoning Ability: Ability to problem solve in a fast paced environment

Other Skills and Abilities:

**Physical Demands:**

*The physical demands are typical 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. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:*

- |   |   |  |   |   |  |
|---|---|--|---|---|--|
| <input type="checkbox"/> _F_ Standing                 | <input type="checkbox"/> _F_ Walking    | <input type="checkbox"/> _C_ Sitting     | <input type="checkbox"/> _O_ Lifting    | <input type="checkbox"/> _O_ Carrying       | <input type="checkbox"/> _ Pushing             |
| <input type="checkbox"/> _ Pulling                    | <input type="checkbox"/> _ Climbing     | <input type="checkbox"/> _ Balancing     | <input type="checkbox"/> _ Stooing      | <input type="checkbox"/> _ Kneeling         | <input type="checkbox"/> _ Crawling            |
| <input type="checkbox"/> _ Crouching                  | <input type="checkbox"/> _ Reaching     | <input type="checkbox"/> _ Handling      | <input type="checkbox"/> _ Fingering    | <input type="checkbox"/> _ Feeling          | <input type="checkbox"/> _C_ Talking           |
| <input type="checkbox"/> _C_ Hearing                  | <input type="checkbox"/> _O_ Far Vision | <input type="checkbox"/> _O_ Near Vision | <input type="checkbox"/> _ Color Vision | <input type="checkbox"/> _ Depth Perception | <input type="checkbox"/> _C_ Repetitive Motion |
| <input type="checkbox"/> _ Eye/Hand/Foot Coordination |   |  |   |   |  |

**Physical Effort:** Please indicate on the continuum the requirements of this position:

<i>Sedentary Work</i>	<i>Light Work XX</i>	<i>Medium Work</i>	<i>Heavy Work</i>	<i>Very Heavy Work</i>
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

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**Work Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:*

<u>  </u> <u>N</u> Exposure to weather	<u>  </u> <u>N</u> Extreme heat	<u>  </u> <u>N</u> Extreme cold	<u>  </u> <u>O</u> Noise	<u>  </u> <u>N</u> Dust, vapors, fumes
<u>  </u> <u>F</u> Time constraints	<u>  </u> <u>C</u> Public contact	<u>  </u> <u>F</u> Deadlines	<u>  </u> <u>O</u> Travel	<u>  </u> <u>C</u> Inside work

**Terms of Employment:** Salary or hourly wage and work year to be established by board or designee.

**Compensation:** Per Negotiated Agreement.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Negotiated Agreement.

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