



Office Asst 3 / Curriculum

Purpose Statement

The job of Office Asst 3 / Curriculum is done for the purpose/s of providing specific technical and clerical support to assigned personnel; providing complete and accurate electronic and written records; interacting with staff members and the public as needed; and providing information as requested.

This job reports to Assistant Superintendent

Essential Functions

- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Compiles data (e.g. payroll, registrations, financial transactions, personnel records, etc.) for the purpose of preparing reports or processing requests.
- Coordinates assigned projects and/or program components (e.g. curriculum inservice, conferences, community events, Learning and Curriculum Administrative meetings, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a variety of manual and electronic documents files and records (e.g. payroll information, registrations, schedules, reservations, Courseware system, expense reimbursement requests, district vehicle information, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Orders supplies and materials (e.g. forms, office supplies, food and beverage needs, etc.) for the purpose of ensuring items' availability for the office and events.
- Performs a variety of clerical tasks (e.g. typing, filing, scheduling appointments, reconciling purchasing cards, etc.) for the purpose of ensuring an efficient and effective work unit.
- Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, minutes, reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of documents and materials (e.g. Gifted and Talented applications, conference registration, purchase orders, invoices, travel reimbursements, fine arts time cards, etc.) for the purpose of recording information and completing transactions in a timely manner.
- Responds to inquiries from a variety of internal and external parties (e.g. district staff, schools, applicants, general public, vendors, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports district volunteer programs (e.g. TOPS, PTA, etc.) for the purpose of maintaining background check information on the volunteers.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job

conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; preparing and maintaining accurate records; customer service; monitoring activities; office practices; and problem solving.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: commonly accepted office application software and machines; vocational standards; bookkeeping/accounting practices; and English grammar/punctuation/ spelling/vocabulary. .

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; working in multiple locations (by assignment); adaptability/flexibility; confidentiality; dealing with frequent interruptions; detail oriented; meeting schedules/deadlines; multi-tasking; organizing; prioritization; reliability; and teamwork.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Pre-employment Proficiency Test

Certificates and Licenses

Continuing Educ. / Training

Occasionally as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 3