

**Chittenden Central Supervisory Union
Job Description**

JOB TITLE:	Staff Assistant – Curriculum, Instruction and Assessment Gr. 8
FLSA STATUS:	Non-exempt
UPDATED:	January 20, 2011

POSITION OBJECTIVES:

To effectively serve and assist the office of Curriculum, Instruction, and Assessment by coordinating and performing a variety of key administrative, communication, organizational, and digital clerical support functions. To provide effective and timely direct service to the central office clients and customers (including administrators, teachers, school personnel, parents, and the general public related to curriculum, instruction, and assessment. To effectively greet, serve and assist callers, visitors, and guests of the central office by performing backup reception functions as needed. To assist in maintaining a professional, friendly, positive and respectful work atmosphere with an emphasis on team work and collaboration.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Designs, implements, and maintains departmental digital filing, record keeping, and reporting systems, using a variety of software and web-based applications.
- Plans and prepares a variety of regular and special reports, charts, tables and graphs related to assigned functions, involving background research, compilation and analysis of data from a variety of sources, and so forth.
- Processes purchase orders for the Office of Curriculum, Instruction, and Assessment .office.
- Performs bookkeeping duties related to the Consolidated Federal Grants, Title III Grant, and EPSDT account; assists with the management of funds; processes purchase orders; runs financial statements outlining revenues and expenditures, and keeps the *Executive Director of Curriculum, Instruction, & Assessment* and/or project manager apprised of financial status of the program on no less than a monthly basis; monitors fund expenditures and fund availability; determines proper account for payment; ensures expenditures are in keeping with the language of the grants; obtains expenditure authorization from *Executive Director of Curriculum, Instruction, & Assessment*, etc.
- Manages the distribution, collection, and submission of standardized testing materials as needed.
- Performs basic bookkeeping duties related to Professional Development Institute (PDI). Invoices appropriate school district for the tuition costs; collects tuition money from PDI's; processes payment to UVM based on PDI registrations; researches expenses for each course to ensure fund availability as requested.
- Manages student assessment results:
 - Collects, processes, and imports and exports assessment results into various database management system ensuring accuracy of school and student ID's so that test results match up with properly.
 - Manages, reports, and communicates assessment results; creates, designs, and runs charts and reports to extract requested information from the Executive Director; compiles assessment data and charts for board meetings and annual reports.
- Maintains electronic files of all school curriculum documents; updates, edits and reformats documents, and posts on the website
- Participates in planning activities and special projects related to Executive office functions, with a focus on: researching and/or compiling background information/data; drafting outlines, policies, procedures, schedules, forms, and other related material; creating and running specialized reports; coordinating the implementation of new program plans or operating policies/procedures/schedules; and the like.
- Keeps abreast of current CCSU initiatives, policies, and procedures, and other relevant regulations & legislation, and helps communicate and enforce compliance with such.
- Confers regularly with *Executive Director of Curriculum, Instruction, & Assessment*.
- Ensures that computerized and paper files are organized, easily accessible and understandable to enable others to effectively perform backup coverage when necessary; creates checklists and other useful tools for those performing backup coverage to ensure effective coverage.

- Performs and/or assists with a variety of general clerical tasks and projects as requested by the *Executive Director of Curriculum, Instruction, & Assessment* such as word processing communications, reports, forms, newsletters, and creating graphic representations; scheduling appointments, conferences, meetings, and making all necessary arrangements; compiling data for reports; computer data entry and routine report production; sorting/coding forms; preparing purchase orders; sending out correspondences including photocopying, collating, stapling, labeling; basic filing tasks; routine record keeping and bookkeeping tasks; placing outgoing calls; distributing various written materials and communications; sorting mail; etc.
- Coordinates and processes registrations related to professional development.
- Assists with the coordination of in-service, courses, and other professional learning activities and programs; coordinates room assignments; schedules and makes necessary arrangements for facilitators; etc.
- Deals regularly with public education associations, community organizations, media representatives, and others outside the District in carrying out assigned functions.
- Performs other specialized/technical tasks related to assigned functions.
- Organizes and coordinates various activities/events, including preparing and distributing agendas and related materials; issuing and processing stipends and other purchase orders; coordinating room assignments; scheduling and making necessary arrangements for facilitators; arranging for meals; arranging for all other necessary facilities, staffing, scheduling, and advertising/promotion.

GENERAL OFFICE DUTIES (BACK UP RESPONSIBILITIES)

- Performs backup receptionist functions for the central office as requested.
 - Effectively answers incoming calls on the main default line; greets, screens and assists callers; redirects callers as necessary; takes and delivers messages indicating date and time of call, caller's name, return phone number, and reason for call.
 - Greets and assists visitors and guests of the central office. Notifies appropriate staff member of visitor(s) and routes visitor to appropriate staff member if available. Re-routes/re-directs visitor if staff member is not available, or takes a detailed message.
 - Assists callers and visitors with a variety of basic and specialized questions about procedures, schedules, board meetings, substituting, job vacancies, events and the like. Provides directions to various locations, as well as directions to the school from various locations. Distributes standard information to callers or visitors upon request including forms, brochures, copies of policies and procedures, board agendas, and other public documents/information.
 - Maintains general knowledge and understanding of other departments within the CCSU to effectively answer basic questions; to properly and efficiently direct callers and visitors; and to provide effective clerical support to other offices within the CCSU.

SUPERVISION RECEIVED: Reports to, evaluated by and receives direction from the Executive Director of Curriculum, Instruction, and Assessment.

SUPERVISORY RESPONSIBILITIES: Responsible for training and assisting co-workers in areas of knowledge, training and/or expertise to ensure a smooth transition of duties and to provide effective backup coverage.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

Education and Experience. Associates degree in an appropriate discipline plus 2 to 3 years of relevant clerical and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired. Good general understanding of public education organizational structure and administrative operations.

Language Skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports, business correspondence, and procedure manuals. Ability to speak effectively before groups of customers or employees of organization. Ability to effectively present information and respond to questions from supervisors, groups of employees, vendors, and the general public.

Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Computer Skills and Experience. Strong keyboarding, formatting, and organizational abilities. Proficient advanced-level skills using Microsoft Excel, Word, Adobe and Publisher required. Microsoft Powerpoint experience preferred. Experience developing and/or maintaining websites preferred; Contribute software experience desirable. Previous experience in organizing and maintaining moderately complex filing and record keeping systems, including some experience with computerized information systems.

Reasoning Ability/Mental Requirements. Ability to solve practical problems and deal with a variety of concrete variables in standardized situations. Ability to interpret and apply common sense understanding to carry out a variety of instructions furnished in written, oral, diagram, or schedule form.

Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, supervisors, vendors, and other outside constituencies.

PHYSICAL EFFORT AND STRESS. Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk and hear. The employee is frequently required to stand and walk. The employee is regularly required to reach with hands and arms. The employee is occasionally required to drive, and must occasionally lift and/or move up to 25 pounds.

WORKING CONDITIONS: While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

.....
This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.