

ADMINISTRATIVE ASSISTANT/DIRECTOR OF CURRICULUM AND STAFF DEVELOPMENT
Ketchikan Gateway Borough School District
Ketchikan, Alaska

QUALIFICATIONS:

1. Must be able to maintain confidentiality.
2. High School Diploma with two years of college related training preferred, or apprenticeship training in a job related area.
3. Ability to maintain a positive attitude in all interactions with coworkers, visitors, board and committee members and with the general public.
4. At least two years experience in a job related area with demonstrated success.
5. Skills in word processing, with spreadsheet and database design, and other office equipment.

REPORTS TO:

Director of Curriculum and Staff Development

SUPERVISES:

None

JOB GOAL:

To provide clerical assistance for the Director of Curriculum and Staff Development in setting meetings and efficient office procedures for these administrative services.

DESIRED QUALITIES:

1. Strong organizational skills and attention to detail.
2. Ability to set priorities with minimal direction.
3. Ability to maintain positive attitude in all interactions with coworkers, visitors, board and committee members and with the general public.

PERFORMANCE RESPONSIBILITIES:

1. Answers and directs calls to appropriate person. Takes messages when needed.
2. Directs visitors to appropriate people and makes appointments when needed.
3. Maintain correspondence, records and files relative to curriculum and instruction, public relations, and community information.
4. Maintain records and files for and assist in coordination of staff development/in-services, state required programs.
5. Types, reproduces and readies for distribution, letters, documents, and grants as directed.
6. Creates visual aids for documents; creates production work for information pamphlets and documents as needed.
7. Contacts staff, committee members and others requested by Curriculum Director, to facilitate coordination of group projects.
8. Attends curriculum meetings and takes minutes of proceedings as required.
12. Perform other duties as assigned by the Curriculum Director.

APPROVED _____ DATE _____