

**ADMINISTRATIVE ASSISTANT
SPECIAL PROJECTS COORDINATOR/INSTRUCTIONAL COORDINATOR**

JOB SUMMARY

Under general supervision, performs secretarial and clerical services to support the Special Projects Coordinator and Instructional Coordinator.

QUALIFICATIONS

- High school diploma (or GED)
- One year experience so that with appropriate training, service may be provided in the specific role for which employed
- Knowledge of typing, office machines, and computers
- Ability to function in a variety of word processing, database, and spreadsheet programs
- Such alternatives to the above qualifications as the Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Special Projects Coordinator and Instructional Coordinator
- Receive telephone calls; screen, handle or refer routine calls as necessary; determine and collect information necessary to process calls
- Prepare and distribute correspondence, memorandums, reports, and other written correspondence as required
- Maintain and prepare various forms, reports, files and records as requested by the Special Projects Coordinator and Instructional Coordinator
- Prepare requisitions for Title I, II, III, IV, and V teachers for equipment and supplies; complete necessary documentation for payment
- Perform duties such as filing, typing, faxing, copying, etc., as necessary and requested
- Copy and distribute a monthly newsletter for Title schools
- Prepare and assemble Title Parent Handbooks for parents of Title schools
- Send out teacher surveys for Title
- Tally survey to students and parents
- Prepare results of the survey for Special Projects Coordinator/Instructional Coordinator
- Distribute printed material to schools as needed
- Make trips to schools as needed
- Maintain Extended Contract records
- Prepare requisitions for the Pre-K Program and complete necessary documentation for reimbursement
- Assist with special projects
- Prepare requisitions for textbooks and complete necessary documentation for payment
- Assist with textbook processing
- Prepare, post, and reconcile disbursements
- Reconcile all financial data with Business Finance Director monthly
- Maintain professional daily log
- Perform other duties as assigned by the Special Projects Coordinator/Instructional Coordinator or Director of Schools