

**NORTON BOARD OF EDUCATION
JOB DESCRIPTION**

Position:	Administrative Assistant/Receptionist for Director of Curriculum and Coordinator of Technology
Reports to:	Director of Curriculum and Coordinator of Technology
Employment Status:	Part-time
FLSA Status:	Exempt
Description:	Provide clerical assistance for the efficient and effective operation of the Director of Curriculum and Coordinator of Technology administrative offices. Assist with instructional and technology support when needed.
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Abides by all policies and regulations established by the Norton City Schools Board of Education
- Prepares purchase orders and reports as needed for the Director of Curriculum and Coordinator of Technology
- Orders and tracks shipping of supplies and materials as directed by the Director of Curriculum and Coordinator of Technology
- Handles registration for professional development events on behalf of Director of Curriculum and Coordinator of Technology
- Assists Director of Curriculum and Coordinator of Technology in completing various state reports
- Coordinates with vendors on behalf of the Director of Curriculum and Coordinator of Technology
- Types, files, and maintains system-wide reports for the Director of Curriculum and Coordinator of Technology
- Prepares digital files and uploads as needed for Director of Curriculum and Coordinator of Technology
- Organize test materials and schedules for Director of Curriculum
- Updates communication via Norton City School District webpage and Facebook as directed
- Assists with Parent Access accounts for students and parents
- Assists with onboarding new staff members and offboarding retiring staff following monthly Board Meetings
- Assigns incoming and new tickets to Technology Department members as well as facilitates project completion

Other Duties and Responsibilities:

- Maintains respect at all times for confidential information
- Interacts in a positive manner with staff, students, parents and community members
- Attends meetings and in-services as required
- Performs other duties as assigned by the Director of Curriculum and Coordinator of Technology
- Promotes good public relations
- Performs receptionist duties for the Norton City School District

Qualifications:

- High school diploma
- Related experience
- Additional alternatives to the above qualifications as the Director of Curriculum and Coordinator of Technology and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective active listening skills
- Organizational and problem solving skills
- Excellent computer skills including Google Apps and Microsoft Products
- General bookkeeping/budgeting skills
- Ability to generate correspondence independently
- Ability to operate office equipment

Equipment Operated:

- Computer/printer
- Copy/fax machine
- Telephone/cell phone

Additional Working Conditions:

- Operation of a vehicle under inclement weather conditions, i.e., being prepared to come to work on all scheduled workdays, including calamity days
- Travel to meetings as directed

Terms of Employment:

1. Twelve month employee
2. 5.75 hours per day/5 days a week
3. Salary as per secretarial schedule for administrative office personnel
4. Fringe benefits as approved by the Board of Education

Evaluation:

1. Performance of this job will be evaluated in accordance with provisions of the Board's policy

Approved by: Norton City Board of Education
Adoption date: