

**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:** Non-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
- Calculator
- Binding Machine
- Postage Meter

**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
- Exposure to blood, bodily fluids, and tissue
- Interaction with staff/students
- Occasional requirement to work overtime, e.g., evenings, weekends
- Repetitive hand motion, e.g. computer keyboard

**Terms of Employment:**

1. Twelve Months
2. Hours Per Job Posting
3. Salary as per secretarial schedule for administrative office personnel
4. Fringe benefits as approved by the Board of Education
5. Vacation and holidays as per agreement with support staff for twelve month employees

**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: February 13, 2023