

SECTION 310-H INSTRUCTIONAL SERVICE ASSISTANT
Job Description*

QUALIFICATIONS:

1. Minimum of a two-year degree in clerical/office management or five years experience performing, at a high level, the duties and responsibilities associated with this position.
2. Strong organizational, inter-personal, problem solving, and communication (written and verbal) skills, displays initiative, and exercises good judgment.
3. Strong skills in technology. The ability to operate office equipment, such as copier, fax machine, printers, scanner, and multi-line phone. The ability to use Microsoft Word, Excel, database systems, and understand how to search, compile data, and prepare/complete reports/information effectively and efficiently.
4. Skilled at performing duties of a sensitive and confidential nature and able to maintain confidentiality at all times.
5. Demonstrate an understanding of the importance of communication and contributing to the overall public relations of the District.
6. Documentation of a positive attitude, style, and cooperative relationships with others and the ability to effectively work with a wide variety of personalities and situations requiring diplomacy and poise.
7. Has the ability to work independently as well as a cooperative team member.
8. Above average skill in clerical tasks.
9. Skilled at preparing and maintaining accurate records and files.
10. Experience with meeting schedules and time lines.
11. Ability to multi-task.
12. Demonstrate the ability to adapt to changing work situations.
13. Has been able to willingly accept and follow work requests made by supervisor and Central Office Administrators.

REPORTS TO: Director of Instruction

POSITION SUMMARY:

Provides office support to the Director of Instruction. The assistant relieves the Director of Instruction of administrative detail, performs technical duties, and assists in coordinating a broad range of functions throughout the school district. Understands maintaining confidentiality in a service-oriented environment. Responsible for facilitating a continual flow of contacts with teachers, paraprofessionals, administrators and the community.

ESSENTIAL FUNCTIONS:

1. Coordinate various projects independently, which require independent judgment and initiative.
2. Schedules appointments and meetings for the Director of Instruction.
3. Comprehends and apply complex policies and rules.
4. Change and adapt office procedure and details within the needs and requirement of the school and district.
5. Process Elementary and Secondary Education Act (ESEA).
6. Track variety of district grants and submit grant claims.
7. Assist in the planning and development of staff in-services and Mentor Program
8. Record Home-Based Instruction families.
9. Maintain records of employee workshop requests related to Instructional Service requirements.
10. Register and create purchase orders for district approved workshop requests.
11. Order, process, track, and budget preparation for Textbook Adoptions, Curriculum, Testing, Staff Development, Goals and Mentoring, Director of Instruction, District Nursing, Gifted and Talented, Elementary Reading, Elementary Science, Grants, Portage Academy, River Crossing and ESEA budgets.
12. Track and record English Language Learners (ELL) students and levels.
13. Disseminate, review, track state mandated assessments.
14. Prepare district back to school news article and new teacher luncheon.
15. Schedule trainings for CPR, First Aid, AED and record staff certifications.
16. Update and or revise district elementary and middle school benchmarks, Kindergarten Brochure, PR-K Brochure, Professional Resource Center log, School Performance Report Text Book Inventory.

17. Wisconsin Internship Program paperwork followed.
18. Order supplies.
19. Submit the PI 1215 Course Offering Report, SPR Report, Home Language Report other state/federal reports as needed.
20. Develop and maintain an up-to-date binder of critical functions of the position so other could perform these functions using the step by step process outlined in the binder.
21. Maintain up-to-date information on the District web pages.
22. Develop, distribute, and compile the Home Language Survey.
23. Youth Options

OTHER FUNCTIONS:

1. Serve as a resource person on procedures, rules and regulations.
2. Promote a positive image of the District at all times.
3. Learn, interpret and apply District policies, law, rules and regulations.
4. Exercise good judgment in recognizing scope of authority and taking responsibility for performance of duties.
5. Perform highly responsible and complex work independently and accomplish administrative detail work with minimal instruction or in accordance with established procedures.
6. Compose correspondences independently.
7. Take notes at meetings and conferences and transcribe into clear and concise reports and minutes.
8. Establish and maintain cooperative relationships with administrators, teachers, other employees and the general public; deal effectively with a wide variety of personalities and situations requiring diplomacy and poise.
9. Understand and carry out complex oral and written instructions.
10. Use correct English usage, spelling, grammar and punctuation.
11. Use a computer to perform clerical tasks and to maintain records.
12. Perform additional responsibilities as assigned.

Physical Requirements

Incorporate within one or more of the essential functions of this position are the following essential physical requirements:

Ability to see for purposes of reading instructions, labels, and other printed matter and for safe operation of equipment.

Ability to hear and understand speech at normal levels in person and on the telephone.

Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.

Ability to operate a computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.

Ability to routinely lift/carry office supplies and printed materials weighing up to 40 pounds.

May require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time.

Manual dexterity to operate a telephone and keyboard, lift horizontally and vertically, bend and stoop.

*Tests may be administered to determine the extent to which an applicant meets the job description.

1st Reading – May 14, 2007
2nd Reading – June 11, 2007
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