

Position Title:

Teaching and Learning Administrative Assistant

Supervisor:

Director of Teaching and Learning

Purpose: The Teaching and Learning Administrative Assistant provides administrative and technical support to the curriculum, evaluation, mentor, compensation, data, assessment, and/or other programs process; and provides responsive, courteous, and efficient customer service in support of services provided.

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

- Assist with maintaining student and staff rosters in various assessments and district subscriptions
- Assist with set up and maintaining identified data warehouse program(s), ex: eduCLIMBER, including importing all test results, preparing reports, training others, etc.
- Assist with analyzing and reporting school district data from state standardized test results
- Assist with state standardized testing details, ex: entering student accommodations into state testing portals, training required and completed, deadlines, etc.
- Assist with ensuring accurate information in WISEdash and other state and federal reporting;
- Assist with creating and maintaining standards-based report cards through Skyward in communication with administration, staff, and vendors
- Responsible for submission of federal reporting for Civil Rights Data Collection (CRDC)
- Assist with maintaining Frontline for Educator Effectiveness with school district staff
- Assist with budgeting processes; ex: create purchase order, communication with vendors, etc.;
- Assist with coordinating travel logistics (hotel accommodations, vehicle use, registrations, etc.) related to professional development events
- Assist with various forms of communication
- Assist in creation of reports, files, forms, documents, etc.
- Participate in professional development that supports growth in performance
- Duties as assigned

Skills:

- Team Player
- Organized
- Timely
- High Initiative
- Willing to Learn
- Excellent Communication

- Positive
- Trustworthy
- Advanced Computer Skills
- Experience with Data

Job Description Approved: February 28, 2022