

**ADMINISTRATIVE ASSISTANT  
ASSOCIATE DIRECTOR OF SCHOOLS/DIRECTOR OF TEACHING AND LEARNING**

**JOB SUMMARY**

Under general supervision, performs secretarial and clerical services to support the Associate Director of Learning.

**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 Associate Director or Director of Schools may find appropriate and acceptable

**RESPONSIBILITIES/JOB DUTIES**

- Report to Associate Director of Schools/Director of Teaching and Learning
- Project a positive image of the LSSD at all times
- Keep information confidential concerning school business
- Act in a professional manner at all times
- Receive telephone calls; screen, handle or refer routine calls as necessary; determine and collect information necessary to process calls
- Prepare correspondence, memorandums, reports and other written correspondence as required
- Maintain and prepare various forms, reports, files and records as requested by the Associate Director of Schools
- Prepare requisitions for equipment and supplies; complete necessary documentation for payment
- Perform duties such as filing, typing, faxing, copying, etc., as necessary and requested
- Make reservations for staff development as needed
- Process and manage communicating staff development (via School Station software) information to all professionals
- Coordinate in-service training set-up and refreshments
- Create and assemble Kindergarten parent manuals
- Send Extend letters to teachers and parents
- Distribute standards and accomplishments to all teachers
- Organize and supervise and provide oversight of textbook processing
- Compile home school information and send report to state
- Schedule use of Professional Development Center
- Create and revise EXTEND report cards; revise and maintain EXTEND Information Booklet
- Coordinate food for district events such as teacher inservices, summer school, principal meetings, etc.
- Provide kindergarten teachers with Brigance forms and Phonological Awareness Tests.
- Provide teachers with Writing Progress materials
- Create variety of district newsletters, fliers, certificates as needed
- Keep a record of Title substitutes and reimburse the cost to GP
- Assist with Pre-K registration as needed, to include coordination of donations and food for volunteers
- Maintain schedule for TCAPs to be sent back once testing is finalized
- Perform other duties as assigned by the Associate Director or Director of Schools

LEBANON SPECIAL SCHOOL DISTRICT

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***I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.***

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*Employee Signature*

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*Date*