



Western Maricopa Education Center | District #402

Job Description

Job Title: Administrative Assistant for Curriculum & Instruction

Supervisor: Director of Curriculum & Instruction

Terms of Employment: Twelve months

Salary Range: \$16.43 - \$23.54 hourly

Essential Duties and Responsibilities:

- Develop a strong understanding of West-MEC CTE programs and requirements.
- Establish and maintain good rapport with employees and community.
- Furnish information and answer questions in situations requiring judgment and knowledge of policies and procedures, including federal, state and district related to education.
- Maintain a high level of ethical behavior, confidentiality and professional conduct.
- Maintain schedule/calendar of events and appointments for department.
- Assist in organization of central program teacher workshops and professional development, including the tracking of teacher re-certification hours.
- Assist in the facilitation of district assessments, including adding test items, scheduling assessments, gathering and preparing materials, and generating assessment data reports in an assessment system.
- Coordinate scheduling of various committee/conference meetings, including preparing agendas, capturing meeting minutes and prioritizing tasks and projects.
- Coordinate, maintain and verify projects through tracking and analyzing data.
- Assist in the facilitation of TQI (Total Quality Indicators), including scheduling, data input and tracking and report generation
- Compile, prepare and monitor reports and project materials.
- Develop and maintain files of correspondence, records/databases, reports and statistical documents.
- Prepare reports and correspondence documents for compliance issues and reviews.
- Assist in connecting C&I personnel and resources with teachers, campuses and departments.
- Coordinate with the business department for purchases and maintain the department budget.
- Assist in the annual revision of the district Essential Documents.
- Assist with the organizational management of the department Google Team Drive.
- Access data and preparing reports using the student information system (SIS).
- Other job-related duties as assigned.

Knowledge and Skills:

- ✓ Experience/knowledge of office management preferred.
- ✓ Demonstrated working knowledge in Microsoft Office, and advanced skillset in Excel.
- ✓ Demonstrated working knowledge of GSuite applications including Mail, Docs, Drive and Forms.



- ✓ Knowledge of the principles of business English, grammar, spelling and preparation of correspondence.
- ✓ Knowledge of applicable Federal, State, county and city statutes, rules, regulations, ordinances and district policies and procedures helpful.
- ✓ Skill in reading, interpreting, understanding and applying relevant Federal, state, and district rules, regulations, and policies and procedures.
- ✓ Skill in creating, preparing and managing a variety documents and reports for distribution.
- ✓ Skill in establishing and maintaining effective working relations with community businesses, public, parents and students, co-workers, and others.
- ✓ Possess excellent phone and communication skills

Qualifications:

Minimum of two years' experience in a secretarial/administrative support position. Experience in a school district office environment. Appropriate education and training that relates to this type of work.

Other Requirements:

- Must possess a current Arizona Drivers License.
- Must be able to pass fingerprint and background checks.
- Occasional work outside normal working hours (may attend Governing Board meetings and student/parent orientations).
- Must be able to sit at computer desk for extended amounts of time (2 consecutive hrs.), lift up to 50 lbs, and climb stairs.

Evaluation: This position has a 90-day probation period, plus a yearly evaluation.

Closing Date: Open until filled

Start Date: July 2018

Application Procedure:

Submit on-line application - West-MEC.org

Include:

- Letter of interest
- Current resume´
- Three professional references (names, addresses and phone numbers)

Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.