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## Administrative Assistant to Teaching & Learning

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### **Purpose Statement:**

This position provides administrative support to the Teaching and Learning Department (T&L) which includes the Chief Academic Officer (CAO) and the Director of ELL, Early and Elementary Education. There are two Administrative Assistant positions assigned to Teaching & Learning with each position working closely with the other, cross-training and learning to perform all job responsibilities. Duties are wide ranging and include responsibilities for all programs under the supervision of T&L.

A high level of technological skills is needed due to the data assimilation and data extraction required. The Assistant handles daily work pressure requiring constant concentration to a high volume of clerical work which must be completed within a limited timeline. The Administrative Assistant position monitors the programs and compliance for general and specific grant requirements awarded to the District.

### **Essential Functions\*:**

- Composes routine correspondence and financial spreadsheets for various job functions. Maintains office correspondence, financial and program specific files.
- Maintains accurate records including documents and forms used by T&L programs: filing, copying, creating manuals, and mailing information.
- Accurately enters program and testing data in appropriate databases (i.e. Skyward, CEDARS, igrants).
- Monitors all federal and state grant compliance requirements.
- Monitors funded projects to prevent over-expenditure of funds and audit disallowance to ensure awards are fully expended.
- Maintains accounting-related reports, records and files in accordance with applicable records retention regulations; verifies and inputs into computer a variety of information; maintains current knowledge of policies and regulations for documenting expenditure of public funds; contacts school and department staff to obtain required documentation.
- Provides information to accounting staff to ensure proper recording of grants for financial records. Creates Purchase Orders, verifies receipt of goods, and assists with any invoicing issues.
- Supports coordination of student testing working with the Assessment department ensuring times, locations, and schedules are communicated and adhered to.
- Collects, formats, and verifies data for T&L reports; submits the reports in a timely fashion.
- Prepares records including pulling, copying, faxing, mailing, and filing appropriate records and corresponding with other districts when necessary.
- Updates websites and social media outlets when requested.
- Approves and authorizes users of the District Student Information System, Skyward.

The Essential Functions listed are not exhaustive and may be supplemented as necessary. The position may perform a variety of non-essential functions consistent with the scope and intent of the position.

- Assists buildings with student registration, summer school logistics and programs including Highly Qualified, 5<sup>th</sup> Grade Summer Camp and others.
- Creates and coordinates schedules for special projects and trainings including meeting arrangements and room set up.
- Appropriately maintains and secures confidential records and inquiries.
- Supports Extended Learning Opportunities (before/after school and summer school) for students by collecting data, keeping accurate lists, sending invitations/permission slips home, and tracking student data.
- Maintains T&L program archives including data entry and destruction of records in accordance with record retention policy.
- Arranges travel for conferences, workshops, and institutes.
- Purchases supplies and curriculum resources; labels and keeps accurate inventory of materials.
- Communicates monthly with building administrators and building staff, updating them on deadlines, program, and upcoming events.
- Other duties may be assigned as needed.

### **Working Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

### **Experience**

- Demonstrated executive level secretarial skills with emphasis on organization, grammar, leadership, diplomacy, confidentiality, and public relations.
- Ability to enter and retrieve computerized data rapidly and accurately.
- Experience working with federal, state, and/or local grants preferred.
- High level of technical skills: excel, macros, formulas.
- Comprehension of governmental laws and regulations related to federal programs.
- Experience and knowledge with internal control procedures and practices.
- Familiarity with reconciling financial data.
- Capacity to use general office equipment such as telephone, fax, printers, copiers, calculators, scanners, and computers.
- Highly knowledgeable working with computers and computer software programs including word processing, databases, spreadsheets, graphic design, presentation software, web sites, district as well as state and local databases.
- Ability to learn and master new job responsibilities.
- Aptitude to coordinate external audits of grants.
- Ability to work effectively with a wide diversity of others.
- Ability to work independently.
- Prior successful experience working in a public school system strongly preferred.
- Bi-lingual candidate desired.



*a world of possibility*

4640 S. 144th St. Tukwila, WA 98168 | (206) 901-8000 | tukwila.wednet.edu

### **Education**

- Associates degree or higher.
- Increasingly responsible secretarial/administrative assistance experience minimal 3 years of experience OR equivalent combination of education and experience.
- School District experience preferred.

### **Equivalency**

Three years of combination of education and experience.

### **Terms of Employment**

Type of Position:	Educated Support Personnel (PII)
Salary Range:	See current Salary Schedule for placement
Work Year:	260-day assignment, 8 hours per day
Benefits:	Medical/Family Dental/Family Vision/Long Term Disability/Life Insurance/Retirement Employee Assistance Program

### **Evaluation:**

Position to be evaluated annually by the Chief Academic Officer and Director of ELL, Early and Elementary Education

## **AN EQUAL OPPORTUNITY EMPLOYER**

The Tukwila School District complies with all federal rules and regulations and does not discriminate on the basis of race, creed, color, national origin (including language), religion, gender, marital status, sexual orientation (including gender expression or identity), veteran or military status, non-program- related physical, sensory, or mental disabilities, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities, or in the recruitment and employment of personnel. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 officer and/or Section 504/ADA coordinator; contact information is below.

The Tukwila School District will also take steps to ensure that national origin persons who lack English language skills can participate in all education programs, services, and activities. For information regarding translation services or transitional bilingual education programs, contact the Teaching and Learning Department at 206-901-8019.

## **NON-DISCRIMINATION STATEMENT**

Tukwila School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

### **Title IX Coordinator**

Athletic Director  
Harvard Jones  
4640 S. 144th St.  
Tukwila, WA 98168  
[jonesh@tukwila.wednet.edu](mailto:jonesh@tukwila.wednet.edu)  
206-901-8000

### **Section 504/ADA Coordinator**

Director of Special Education  
Jennifer Jones  
4640 S. 144th St.  
Tukwila, WA 98168  
[jonesj@tukwila.wednet.edu](mailto:jonesj@tukwila.wednet.edu)  
206-901-8000

### **Civil Rights Compliance Coordinator**

Executive Director of Human Resources and Labor Relations  
Aaron Draganov  
4640 S. 144th St.  
Tukwila, WA 98168  
[draganova@tukwila.wednet.edu](mailto:draganova@tukwila.wednet.edu)  
206-901-8000