EOP: Administrative Assistant - Director for Curriculum and Instruction

**Reports to:** Director for Curriculum and Instruction  
**Supervises:** None  
**Term of Employment:** 12 months  
**Salary:** Office Support VI - 63  
**FLSA Exempt/Non-Exempt:** Non-Exempt

**Qualifications:**  
- Associate degree preferred  
- Graduation from high school and any equivalent combination of training and experience which provides the required knowledge, skills and abilities

**Essential Job Functions:**

- Places and receives telephone calls, records messages, keeps Director informed  
- Processes all incoming and outgoing mail  
- Assesses needs, orders and maintains supplies, materials, and equipment  
- Performs any bookkeeping tasks associated with the specific position  
- Maintains regular filing systems and searches files for specific information  
- Prepares correspondence and reports as instructed  
- Maintains a schedule of appointments, makes arrangements for conferences and schedules interview  
- Utilizes current technology to complete tasks  
- Makes necessary arrangements for meetings including date, location and time, contacts those who need to attend, prepares all materials on matters to be discussed and keeps meeting minutes  
- Accepts responsibility of office reports and office operations  
- Makes routine decisions in accordance with established policies and procedures  
- Makes travel arrangements for Director and Assistant Director for Curriculum and Instruction  
- Prepares and maintains financial records to include purchase orders, procurement cards, professional leave forms and travel reimbursement  
- Interacts professionally and appropriately with the public and district staff in person and on the telephone  
- Performs other duties and responsibilities as assigned by supervisor
Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment