

# SEDALIA SCHOOL DISTRICT #200

**Job Title: Administrative Assistant II – Federal Programs / Curriculum & Assessment**

## **Job Overview**

- Administrative Asst II salary schedule
- Hourly paid on demand
- Reviewed annually with recommendation for re-employment in May
- Reports to Asst. Superintendent & Directors of Curriculum

## **Qualifications**

- High school graduate or equivalent
- Expertise in Microsoft Applications
- Expertise in Google Applications
- Ability to organize and plan effectively
- Ability to maintain accurate records
- Work well with others
- Work with little to no supervision
- Maintain confidentiality in all aspects
- Possess an ethical and professional attitude toward colleagues and the policies of the District

## **Responsibilities and Duties**

- Federal Programs: Maintain and/or reconcile Federal Programs to include, but not limited to:
  - Budgets – Monitor and maintain
  - Grants – Monitor and maintain
  - Inventory
  - Complete DESE reports
  - Monitor and maintain student documentation and data entry for Federal Programs
  - Assist homeless grant committee with grant submission preparation
  - Prepare meetings as directed by Directors of Curriculum
- Professional Development
  - Frontline – maintain and troubleshoot
  - Prepare for workshops
  - Process reimbursements for professional development
  - Prepare Professional Development Manual
  - Prepare end of year total hours report for Human Resources
  - Registrations and reservations as needed
- Curriculum & Assessment
  - Coordinate ACCESS, MAP, EOC, and other assessments as needed
  - Prepare assessment calendar
  - Textbooks – assist with ordering, distributing, and obtaining samples as needed

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- Retrieve requested items for audit
- Amazon orders as requests
- Receptionist back-up for Central Office
- Substitute for building administrative assistants
- Assist other office staff as needed

**DISCLAIMER**

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.