

**LOS GATOS UNION SCHOOL DISTRICT**  
**JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT III, CURRICULUM AND INSTRUCTION**

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**TITLE: Administrative Assistant III, Curriculum and Instruction**

**REPORTS TO & EVALUATED BY: Director, Curriculum, Instruction and Assessment**

**SALARY: Classified Salary Schedule**

**DEPARTMENTS: District Office**

**CLASSIFICATION: Classified**

**WORK YEAR: 260 DAYS**

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**BASIC FUNCTIONS:**

Under the direction and supervision of the Director of Curriculum, Instruction and Assessment, Administrative Assistant III position provides various administrative services and direct support activities to the Curriculum and Instruction department, Technology Assessment and Accountability, and other District Office departments as needed. This position provides accurate information related to curriculum and instruction resources and services; implements District policies and department procedures. Makes decisions consistent with departmental plans, practices and directives; establishes and maintains contact with personnel at the schools and other Districts and agencies; maintains confidentiality regarding all matters of the department and the District. Although the job tasks may vary due to specific needs from day-to-day, duties and responsibilities listed below are not intended to be all-inclusive but are descriptive for the typical tasks performed.

**ESSENTIAL RESPONSIBILITIES AND REPRESENTATIVE DUTIES:**

*Duties may include, but are not limited to, the following:*

1. Carries through on administrative details not requiring the immediate attention of administration and maintains a thorough working knowledge of the District related to curriculum and instructional services and procedures.
2. Serves as a source of information regarding the district's policies and procedures for curriculum and instruction, and student learning.
3. Maintains records and materials for pertinent programs, projects and grants including but not limited to textbooks, staff development, categorical programs, and curricula.
4. Coordinates procedures for ordering and distributing textbooks and supplementary materials.
5. Responds accurately and diplomatically to inquiries and requests from District staff and members of the public related to District policies and department practices
6. Maintains the master curriculum calendar for the department, as well as creates and distributes the District curriculum/testing calendar.
7. Prepares correspondence and a variety of documents including reports, resolutions, manuals, purchase orders, and memoranda for the Director of Curriculum and Instruction and the Director of Technology Assessment and Accountability.
8. Provides clerical support to the Director of Curriculum, Instruction and Assessment and the Director of Technology Assessment and Accountability.
9. Facilitates communication and collaboration between school staffs to maintain accurate and current curriculum documents to comply with district, state, and federal requirements.
10. Maintains files on District activities and projects; checks reports, records, and documents for accuracy, thoroughness, and conformity with established standards.

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11. Assists with the implementation of District and individual staff development programs for employees; creates and distributes notices; tracks attendance for designated District functions; and coordinates facility use and preparations for department events and programs.
12. Provides data entry and reports to include but not limited to: SBAC, PowerSchool, English Learner services, categorical programs, professional development scheduling and curricular support programs.
13. Maintains inventory of group testing materials; supervise distribution and collection of materials for the district testing programs (e.g. SBAC, CELDT etc).
14. Maintains mailing lists; sorts and distributes department mail; and prepares routine inquiries.
15. Implements district procedures to maintain assigned department budgets including but not limited to posting and making budget entries and transfers.
16. Maintains related records and requisitions for Curriculum, Instruction and Assessment and Technology departments.
17. Prepares contracts for services as directed in compliance with District policies and procedures.
18. Maintains inventories and order department supplies and materials in accordance with the District inventory control procedures.
19. Prepares notices, flyers, agendas, minutes and other related materials for the department (staff, task force and committee meetings).
20. Assumes assigned role in the implementation of the District Emergency Plan.
21. Assists district office staff in enrollment of new students to the district and perform other related duties as assigned by the Director of Curriculum, Instruction and Assessment and/or the Director of Technology Assessment and Accountability.

**QUALIFICATIONS AND EXPERIENCE:**

1. Training and/or experience equivalent to the completion of two years of college level course work.
2. Three years of increasing responsible experience requiring advanced knowledge and skills in modern and efficient office procedures and functions.

**KNOWLEDGE AND ABILITIES:**

***Knowledge of:***

1. General functions, policies, rules and regulations of a school district
2. Appropriate office procedures and practices including communications, filing systems, development of documents, budget management, and public relations
3. The use of software programs such as: Microsoft Office, PowerSchool, Excel, and other record management systems
4. Formulating and implementing creative strategies for solving problems
5. English usage, spelling, grammar, punctuation and business letter writing
6. Modern office procedures, methods, and computer equipment and software programs

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7. Filing and record keeping systems

***Ability to:***

1. Understand and independently carry out verbal and written instructions
2. Maintain confidentiality
3. Learn and successfully apply office policies, procedures, rules and regulations
4. Use good judgment in recognizing the scope of authority as delegated
5. Analyze situations and make decisions on procedural matters independently and consistent with District policies and/or department practices
6. Take and accurately transcribe notes of meetings
7. Use appropriate and correct English grammar, spelling and punctuation
8. Prioritize and handle multiple tasks efficiently
9. Perform mathematical computations with speed and accuracy
10. Use office equipment and software programs efficiently and effectively for routine tasks such as word processing, spreadsheets, graphics, and management of databases
11. Establish and maintain effective working relationships with staff and members of the District community

**WORKING CONDITIONS:**

***Environment:***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

***Physical Abilities:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires light to moderate physical effort with occasional standing or walking. There is periodic handling of light to medium weight parcels.

**LICENSES:**

A valid California Driver's license with appropriate insurance, based upon Department of Motor Vehicles regulations, may be requested.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.*