

# Curriculum & Instruction Administrative Assistant -

Vacancy ID: 166169

## Vacancy Details

Title  
Curriculum & Instruction Administrative Assistant

School/Building  
District Office

Number of Openings  
1

URL  
N/A

Close Date (11:59 p.m. Central)  
Open until filled

## Contact

Name  
Tiffany Clary

Title  
Executive Administrative Assistant

Email  
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Phone  
608-254-7769 ext 6022

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<https://sdwd.k12.wi.us>

## Position Details

Position Start Date  
As soon as possible

Salary/Wage  
\$16.16 p/hr

Appointment Type  
Full Time

### Description

The School District of Wisconsin Dells is seeking a qualified candidate for the position of Curriculum & Instruction Administrative Assistant.

The C & I Administrative Assistant works with the Director of C & I to ensure quality and efficiency in all services are provided throughout the department. General duties of the position include but are not limited to the following:

- General office responsibilities (answering telephone, scheduling appointments, filing, etc.).
- Maintaining district testing materials including online student assessment records.
- Assisting in the preparation and tracking of budgets and grants.
- Preparing purchase orders for C & I and District Office.
- Compiling and completing information for various DPI reports.
- Maintaining professional development records and calendar online.
- Initiating work orders and ordering needed materials.
- Ensuring logistics and set up for professional development events throughout the district.
- Ensuring logistics and set up for various family and student events.
- Maintain electronic asset inventory of all curricular and professional materials for the district.
- Maintain the C & I webpage.
- Coordinate curriculum, textbook, instructional media, and professional development materials

ordering.

- Attend professional development sessions relevant for continual growth in the position.
- Assist in general District Office duties including student registration and reporting.

This is a year-round position with work hours of 8:00-4:30 Monday – Friday (some flexibility may be required on specific days).

Required Education/Experience: HS diploma and an associate degree OR three years of previous successful work experience in a professional environment.

Benefits include paid time off, health and dental insurance, state retirement plan, and more.

#### Qualifications

- Proficiency in various electronic platforms (Google Suite, Microsoft Office), typing, record keeping, filing and computer usage relevant to the demands of the position.
- Knowledge of office procedures and general office equipment.
- Exceptional organizational skills, in terms of following directions, completing projects in a timely manner, establishing priorities, and working independently.
- Good oral and written communication skills.
- Commitment to high professional standards and ethics.
- A professional demeanor reflected in appearance and the building of effective relationships with staff.
- Initiative and specialized capabilities to carry out established procedures and regulations.
- Good interpersonal skills to work with a wide variety of people.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

## Candidate Requirements

#### Additional Requirements

- Cover Letter
- Resume
- Letters of Recommendation