

Office of Teaching and Learning
Administrative Assistant Job Description

Level: Mid Level / Load: 100% / Service Period: 2 Years

Job Title:	Office of Teaching and Learning Administrative Assistant
Grade:	Mid Level - Column I
Reports To:	Director of Teaching and Learning
Department:	Office of Teaching and Learning
Context/Scope:	The Administrative Assistant plays a vital role in supporting the smooth functioning of Rosslyn Academy, assisting in administrative tasks, and facilitating effective communication among stakeholders, including students, parents, staff, and administration.
Purpose:	The primary purpose of the role is to contribute to the efficient operation of the school by providing administrative support to the Director of Teaching and Learning, staff, stakeholders, and students. This includes assisting in management designated teaching and learning projects, managing inquiries, maintaining records, and facilitating communication to promote a conducive learning environment. Confidentiality is essential.

<p>Top Accountabilities:</p>	<ol style="list-style-type: none"> 1. Administrative Support: Provide comprehensive administrative support to the Director of Teaching and Learning, including communication support, file maintenance, coordination and facilitation of meetings and events. 2. Resource Management: Assist in managing curriculum-related materials including coordinating ordering, distribution, and inventory of curriculum, textbooks, and other instructional media. Develop inventory databases and generate reports. 3. Event Planning/Professional Development Coordination: Assist with planning, coordination and facilitation of conferences and in house professional development. Maintain a calendar/record of in-house professional development experiences and expenditures for certificated staff. Input professional learning courses in external databases such as ACSI and other professional learning activities for academic staff. Create, manage, and analyze surveys to assess the effectiveness of professional development activities. 4. Communication and Publication: Assist in the development, preparation, and dissemination of Office of Teaching and Learning literature and publications. Maintain teaching and learning webpages as directed and perform receptionist duties as needed to ensure a welcoming, collegial, and efficient work environment for visitors to the Office of Teaching and Learning. 5. Data Management and Reporting: Develop and maintain databases related to internal testing administration. Generate spreadsheets, charts and graphics to map student and program development. Coordinate data collection to support and report on K-12 school, classroom, and student improvement. Maintain a systematic filing system for efficient record retrieval. Maintain a calendar of events for the Office of Teaching and Learning and keep administrators/staff informed. 6. Organizational Support and Office Management: Manage office supplies, equipment, and facilities to ensure a conducive working environment for faculty, staff, and students. Adhere to work scheduling and attendance requirements in a regular and punctual manner. Process budget requests related to the Office of Teaching and Learning. Receive and invoice orders related to the DTL office. Generate spreadsheets, charts and graphics to map student and program development. Maintain a record of expenditures and budget allocations.
<p>Leadership Responsibilities:</p>	<p>While not typically involving direct supervisory responsibilities, the Educational Administrative Assistant may be called upon to lead or coordinate specific projects or initiatives as assigned by the Director of Teaching and Learning such as Curriculum Night. They also serve as a point of contact for other staff, providing guidance and support as needed. Administrative Assistants are key staff members during summer school break, helping to prepare for a smooth start to the upcoming school year and a communication point for the Office of Teaching and Learning. Administrative Assistants are often the first point of contact when the Director of Teaching and</p>

	<p>Learning is away and, therefore, must be able to execute school policies, procedures, and emergency plans.</p>
<p>Qualifications and Experience Required:</p>	<ul style="list-style-type: none"> ● A four-year university degree in a suitable field such as education, administration, or a related field. ● Proven experience in administrative roles, preferably within an educational setting. ● Proficiency in Google Workspace and Microsoft Office, database management systems, email and file sharing, and other word processing, spreadsheets, and media-making presentation tools Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines. ● Strong communication and interpersonal skills, with the ability to interact effectively with diverse stakeholders. ● Self-motivated and able to work individually and collaboratively with others, working with limited supervision ● Attention to detail and accuracy in record-keeping and data management. ● Ability to maintain confidentiality and handle sensitive information with discretion. ● Flexibility and adaptability to work in a fast-paced environment with changing priorities. ● Ability to multitask and work on one or more projects at one time ● Knowledge of educational policies, procedures, and regulations is desirable. ● Commitment to continuous professional growth
<p>Nota bene (NB):</p>	<p>This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (ie. emergencies, changes in personnel, workload, rush jobs, or technological developments).</p>