

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 3.35**

**Position Title:** Administrative Assistant - Teaching & Learning  
**Reports To:** Assistant Superintendent of Teaching & Learning

**SUMMARY**

Assists Teaching & Learning Department staff in the performance of general District responsibilities.

**QUALIFICATIONS/REQUIREMENTS**

Shall have earned a high school diploma or its equivalent; possess a high level of competence in office skills, working knowledge of computer/technology equipment; display a high degree of independent initiative and decision-making and ability to maintain confidentiality. Past Administrative Assistant or similar job experience preferred.

**SUMMARY OF JOB DUTIES**

- Process requests for professional learning (both local and out of state).
- Prepare purchase orders related to professional learning requests
- Complete travel arrangements for approved professional learning requests
- Maintain Professional Development calendar
- Reconcile all transactions for Teaching & Learning staff
- Assist with planning for Professional Learning events; including on-site events, summer professional learning, new teacher orientation and other events as needed
- Assists the Teaching & Learning department in daily, monthly, and yearly tasks

**OTHER DUTIES AND RESPONSIBILITIES**

Completes tasks assigned by the designated administrator. Performs other duties as assigned.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. Additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with current pay plan and District Policy.

**EVALUATION**

Performance in this job will be evaluated in accordance with provisions of District Policy on evaluation of support services personnel.