



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: INSTRUCTIONAL SPECIALIST ASSISTANT

QUALIFICATIONS:

1. Graduation from a standard high school or equivalent.
2. One (1) year of educational secretarial and/or clerical experience.
3. Demonstrates knowledge of office technology and procedures including word processing and spreadsheets.

PHYSICAL REQUIREMENTS: Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

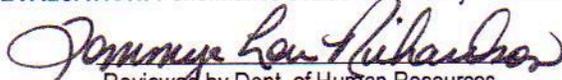
1. Serves as assistant to one or more Instructional Specialists in planning, initiating and completing clerical and secretarial activities.
2. Types correspondence, reports, manuals, purchase orders, and other materials as requested by supervisor(s).
3. Maintains files and records.
4. Serves as receptionist; answers telephones; and screens, greets, announces, and routes visitors.
5. Performs related work as required for the effective and efficient function of the offices of the Instructional Specialists.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in Current Salary Schedule 3.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.

APPROVAL


Reviewed by Dept. of Human Resources

Date: MAR 25 2009
Adopted by Bay District School Board

Bay District Schools is an Equal Opportunity Employer