

## Job Description

**Title:** Secretary to Secondary Education Director - 12 Month

**Reports to:** Director of Secondary Education

**General Summary:** Assists in the efficient operation of the Secondary Education Department by performing a wide variety of communication, clerical, record keeping, bookkeeping, and general office duties with minimal direction and assistance.

### Essential Functions:

1. Answers phones, greets visitors, takes and distributes messages, responds to requests for information in accordance with district policy, and assists with written and electronic communications to parents, students, staff, and public using tact, courtesy, and professionalism. (15%)
2. Maintains the Office of Secondary Education budget and expenses, processes and accounts for orders, and retains appropriate bookkeeping records according to District procedures. (15%)
3. Coordinates arrangements for substitutes for curriculum, instruction, and program activities. (15%)
4. Prepares, duplicates, and distributes curriculum and instruction materials, including handbooks and procedure manuals, in preparation for publication, meetings, and presentations. (15%)
5. Assists Secondary Education Support Team members by creating and distributing extra-duty contracts, collecting timesheets, and aiding with the completion of projects within set time lines and expectations. (10%)
- 6.. Coordinates arrangements for conferences and institutes, organizes travel arrangements, secures substitutes as needed, and accounts for required forms from participants for appropriate reimbursement according to District procedures. (10%)
7. Assists with the preparation of rooms and makes needed arrangements for meetings. (5%)
8. Maintains calendar and schedules appointments for Directors of Secondary Education. (5%)
9. Maintains files and records. (5%)
10. Participates in meetings as requested, reacts to change productively, and performs other duties as assigned. (5%)

**Length of Contract:** 12 month

**Salary:** Secretary Schedule

### Qualifications:

1. Education Level: High School Diploma or equivalent
2. Certification or Licensure: Not applicable

3. Experience desired: Previous secretarial experience required. Training in a school environment is desirable.
4. Other requirements:
  - \* Excellent oral and written communication skills including spelling, grammar, and punctuation usage.
  - \* Strong math skills to assist with accounting, budget and ordering processes, and utilization of spreadsheets.
  - \* Excellent computer skills including experience working with MS Office tools, E-mail, electronic calendars, and the Internet while having the desire and initiative to learn other programs. Ability to type at least 55 wpm
  - \* Ability to establish and maintain cooperative working relationships with staff and other stakeholders.

**Special Requirements:**

	Occasional 0 - 32%	Frequent 33 - 66%	Constant 67% +
1. Standing .....		X	
2. Walking .....		X	
3. Sitting .....			X
4. Lifting 15-20 lb max. ....	X		
5. Carrying 50 feet .....	X		
6. Pushing / Pulling .....	X		
7. Climbing / Balancing .....	X		
8. Stooping / Kneeling / Crouching / Crawling .....	X		
9. Reaching / Handling .....		X	
10. Speaking / Hearing .....			X
11. Seeing / depth perception / color .....			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_