2013-14 SECRETARY, CURRICULUM DEPARTMENT JOB DESCRIPTION

Job Title: Secretary, Curriculum Department  
Wage/Hour Status: Nonexempt

Reports to: Director, Curriculum Department  
Pay Grade: 403 – paraprofessional

Dept./School: Central Office  
Date Revised: August 22, 2013

Primary Purpose:
Organize and manage the day-to-day work activities of an Federal Program and Elementary Instruction department office and provide clerical services to the Director of Federal Program and the team. Assist in planning out schedule and making sure that those obligations are met. Provide support in preparation of various deliverables. Perform other duties as specified.

Qualifications:

Education/Certification:
High school diploma or GED

Special Knowledge/Skills:
Proficient skills in keyboarding, word processing, and file maintenance
Effective communication skills, both verbally and writing
Ability to connect with others using interpersonal skills
Basic math skills
Ability to use personal computer and software to develop spreadsheets and databases and do word Processing

Experience:
Three years secretarial experience, preferably in a public education environment

Major Responsibilities and Duties: (This list is not intended to be an exhaustive list of all duties and responsibilities, but is intended to provide the primary ones.)

Testing Support

Records, Reports, and Correspondence

• Participate in meetings discussing various programs and deliverables for the department, take notes and provide meeting minutes as requested.

• Assist in compiling pertinent data as needed when preparing various federal, state, and local reports.

• Maintain physical and computerized departmental files.
**Accounting**

- Assist with the preparation of purchase orders, payment authorizations, and the departmental budget.

- Monitor and process personnel time records including leave requests and reports; compile information and submit to appropriate staff.

**Other**

- Answer incoming calls and handle questions from public, outside agencies, staff and take reliable messages.

- Maintain a schedule of appointments and meetings for the Director of Federal Programs.

- Make travel arrangements for staff utilizing Federal Program monies.

- Receive, sort, and distribute mail and other documents.

- Maintain confidentiality of information.

- Provide assistance to the Director of Federal Grants as requested.

**Special Responsibilities**

**Summer Program preparation**

- Assist with Summer School payroll, planning and purchasing related to Curriculum and Instruction

- Prepare for CASO Training for Administrators. Provide support for the development and creation of the training materials. Schedule and keep attendance of the training.

- Provide materials for Board Meetings. Provide support for the development and creation of the materials used for the Board meeting presentation by the CASO.

**Direct Reports:**

None.

**Equipment Used:**

Personal computer, printer, calculator, copier, shredder, and fax machine.
Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions, prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by __________________________ Date ________________

Employee Signature __________________________ Date ________________