

INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools
Educating our students to reach their full potential

Job title: Secretary to the Director of Secondary Education
Secretary to the Federal and State Program Specialist

Reports to: Director of Secondary Education, and Federal and State Program Specialist

Qualifications include:

1. Five years experience as a confidential secretary preferred
2. Proficiency in Word, Outlook, Excel, Access. Experience with TIES/TSIS preferred
3. Excellent organizational skills and ability to work with minimal supervision
4. Excellent writing skills; ability to compose correspondence and reports
5. Exceptional public relations skills on the phone and in person
6. Ability to work well under pressure
7. Attention to detail
8. Ability to coordinate and collaborate with other office staff
9. High school diploma required; some college or college graduate preferred

Applicants will be pre-screened for the above qualifications. Selected applicants will be invited to participate in several simulated exercises including:

1. Creation of an Excel document using information from the TIES finance system.
2. Letter revision from draft form to final copy
3. Accounting/bookkeeping

Interviews will be set up based on successful completion of the pre-screening exercises.

Duties include:

1. Assist with the preparation and maintenance of the budget. Process all purchase orders for Career Development, Perkins Grant, Crime Levy, Developmental Psychology for high schools, American Indian education, lacrosse and adapted athletics, and alcohol and tobacco invoices from the University of Minnesota for elementary schools
2. Assist with the development and maintenance of revenue and expenditure budgets
3. Work with the Finance Department regarding the capital budget for secondary education contingency, band instruments, Area Learning Center, ice arena rental and Career Development programs
4. Process procurement card purchases and purchase orders
5. Process check requests, mileage reports, timesheets, gift forms, etc.
6. Handle payment of license tab renewals and rental or lease fees for district vehicles
7. Initiate personnel change notices
8. Maintain confidential information, records and phone calls
9. Schedule appointments and interviews; handle all aspects of set up for secondary principals' meetings
10. Assist director of secondary education in coordinating Minnesota Student Survey every three years
11. Assist director of secondary education with license renewals for district administrators
12. Maintain roster of homeless students for transportation, food service and schools
13. Prepare exhibits for School Board meetings; coordinate with schools and superintendent's office for student recognition
14. Complete research and prepare reports as assigned
15. Handle all inquiries and related information including emergencies from secondary schools and distraught parents, students and/or personnel
16. Assist administrators and others with district policies, regulations and procedures
17. General secretarial duties