



## *Job Description*

**Position Title:** Secretary - Curriculum and Instruction

**Qualifications/Skills:**

- High school diploma or equivalent required; associate's degree or higher preferred.
- Previous administrative or secretarial experience, preferably in education.
- Strong organizational, communication, and customer service skills.
- Proficiency with Google Workspace, Microsoft Office, and office technology.
- Ability to maintain confidentiality and manage multiple priorities effectively.

**Reports to:** Director of Curriculum and Instruction

**Evaluated by:** Director of Curriculum and Instruction

**Job Summary:** The Curriculum Department Secretary provides administrative support to the Director of Curriculum and Instruction and assists with the day-to-day operations of the Curriculum Department. This position supports curriculum initiatives, assessment programs, professional development activities, purchasing processes, and department communications.

**Job Responsibilities:**

- Provide administrative support to the Director of Curriculum and Instruction.
- Maintain attendance records for out of district students with IEPs.
- Communicate new special education transportation requests and transportation concerns to LADSE transportation coordinator.
- Maintain transportation routing and billing records in coordination with LADSE.
- Coordinate meetings, professional development activities, and department events
- Prepare correspondence, reports, agendas, presentations, and other materials.
- Manage purchase orders, invoices, subscriptions, and curriculum-related expenditures.
- Maintain department records, digital files, and inventory of curriculum resources.
- Track professional development records and CPDU documentation.
- Support ISBE compliance, grant documentation, and curriculum-related projects.
- Serve as a liaison between the Curriculum Department, schools, staff, vendors, and the community.
- Perform other duties as assigned.