

# FAYETTE COUNTY PUBLIC SCHOOLS

## Secretary II, Coordinator of Curriculum Position Description

*The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.*

<b>WORK LOCATION:</b>	Office of Student Achievement	<b>FLSA STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Coordinator of Curriculum Area	<b>WORK CALENDAR:</b>	240 Days 8 Hr/Day
<b>SALARY SCHEDULE:</b>	Classified Salary Schedule	<b>APPROVED (Board):</b>	November 2004
<b>PAY GRADE:</b>	3780	<b>REVISED:</b>	December 2024; September 2023; September 2022; February 2018

**SUMMARY:** Under the general supervision of the Instructional Coordinator(s), perform diverse and complex administrative support duties.

### ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Perform usual office routines and practices associated with a busy and efficient office, including but not limited to, general office management/secretarial/bookkeeping responsibilities, keyboarding, filing, generation of correspondence, management of financial records, use and maintenance of office equipment and technology, etc.
3. Assume responsibility for purchasing from allocated funds, to include: a. Enter requisitions in purchasing system b. Enter and process purchase orders through appropriate accounts c. Verify receipt of materials d. Process invoices and forward to Accounts Payable for payment after merchandise is received
4. Communicate in person and through other forms of correspondence with selected contacts, both internal and external, on behalf of supervisor; respond to general inquiries about the program; receive, address and refer concerns raised by students, parents, personnel and other constituents
5. Receive, screen and route incoming calls for the supervisors; identify matters requiring priority handling and direct them to supervisor, as appropriate
6. Manage and maintain an inventory of office supplies and materials for supervisors
7. Prepare curriculum guides, manuals and other relevant media
8. Obtain, compile, organize and prepare information and data for various reports, presentations and meetings
9. Establish and maintain appropriate filing systems, including but not limited to files for pertinent program correspondence and annual schedule of events
10. Prepare and manage documentation associated with the provision of professional duty leave for teachers, including but not limited to expense reports, in accordance with established school district procedures
11. Schedule appointments for supervisors and maintain calendars/schedules in accordance with approved procedures; facilitate travel, registration and expense arrangements for supervisor and teachers involved in professional learning opportunities
12. Support major curriculum projects as a team member
13. Perform other duties as assigned and allowable by intended program

**REQUIRED QUALIFICATIONS:**

Hold a high school diploma or state approved high school equivalent  
Exceptional keyboarding, telephone and filing skills  
Proficiency in administrative technology  
Excellent problem-solving skills  
Ability to handle and complete multiple tasks simultaneously  
Excellent oral, written and interpersonal communication skills

**PHYSICAL REQUIREMENTS:**

Routine physical activities associated with typical office setting. Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to move objects. Frequent sitting, standing, walking, bending, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Vision, hearing and verbal communications are essential functions of this position.

**PREFERRED QUALIFICATIONS:**

Experience in an office setting  
Experience in a school setting

**REQUIRED DUTIES & RESPONSIBILITIES:**

The employee be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.