



Every child. Every opportunity. Every time.

September 17, 2021

**Instructional Secretary (Curriculum, Instruction and Professional Development)
Instruction and Student Services
KSP, Range 11 (\$32,464 - \$42,387)
12-month, Full-Time**

Scope of Responsibilities

Provides secretarial support within Curriculum, Instruction, and Professional Development. Assists with the compilation, design, and preparation of curriculum, instructional projects, professional development, assessments, departmental reports, and correspondence. Performs secretarial or other office duties as required.

Performance Responsibilities

1. Provides direct support for the Director of Curriculum, Instruction, and Professional Development.
2. Performs secretarial work and other duties that include maintaining the budget, curriculum reports, and PD calendars, organizing and filing, and email/telephone duties.
3. Prepares documents, correspondences, newsletters, and informational brochures for distribution.
4. Makes arrangements for conferences, workshops, and other professional development opportunities.
5. Assists in tracking and managing district-wide professional development and continuing education credits and the entries and final submission to the State of Michigan through software and office systems, including KALPA.
6. Assists in all tasks related to survey collecting and reporting, including the preparation and transmission of surveys to staff members.
7. Assists in tasks related to collecting information related to SB-CEUs and SCECH's.
8. Inventories and orders materials and supplies as needed.
9. Assists in the development, preparation, graphic design, and production of curriculum documents and materials.
10. Assists in the planning, preparation, and delivery of resources and materials for conferences, professional development, and committee meetings.
11. Prepares curriculum-related postings throughout the year.
12. Procures best financial cost for materials, services, and supplies.

13. Coordinates dates for professional development with the Department of Human Resources.
14. Collaborates and provides support on departmental projects for Instruction and Student Services.
15. Assists with the preparation for internal and external audits and reviews and maintains records/documents.
16. Performs other duties as assigned by the Director of Curriculum, Instruction, and Professional Development.

Minimum Qualifications

1. High school diploma or equivalent.
2. Must be highly skilled, motivated, and able to work independently.
3. Highly skilled in Microsoft Office Programs (Word, Excel, PowerPoint, some knowledge of Access) and Google Suites.
4. Ability to quickly learn computer programs as they become available and as current programs are updated.
5. Evidence of skill in written and verbal communications.
6. Experience in maintaining budgets and generating reports.
7. Ability to compile, design and prepare accurate written reports and documents.
8. Ability to generate solutions to increase productivity and work well with others.
9. Three years of successful office experience.
10. Evidence of a desirable work record (i.e., low absenteeism, flexibility, and good performance).

Desirable Qualifications

1. Successful completion of college courses in office and technology.
2. Previous office experience as an administrative assistant or secretary.
3. Advanced technical skills.
4. Self-starter with the ability to multi-task.

Interested and qualified candidates should apply online at www.kpsjob.com no later than

Thursday, September 23, 2021.

Kalamazoo Public Schools is an Equal Opportunity Employer.