TITLE: CURRICULUM DEPARTMENT SECRETARY (12 MONTH)

QUALIFICATIONS:

- Graduation from a standard high school, including or supplemented by courses in word processing and office business practices
- Previous experience of a secretarial position
- Knowledge of business English, spelling, mathematics, modern office equipment, bookkeeping principles and practices, and general accounting
- Ability to maintain multiple Curriculum Office accounts
- Proficient knowledge of Windows, as well as Microsoft Word and Excel or comparable programs
- Ability to make decisions in accordance with District and Curriculum Office established policies and regulations
- Manages Professional Development Registrations for department and all staff when needed
- Ability to deal with the public tactfully and courteously and to work harmoniously with other employees
- Ability to prepare effective correspondence on routine matters and maintain office management detail with minimal supervision
- Skills of word processing, filing, operation of all office machines, including copying machines, and fax machines
- Proficient knowledge of Google Suite applications including Google Drive, Google Sheets, Sites, Forms
- Highly organized and professional
- Experience with Educational grants
- Ability to lift 40 pounds.

REPORT TO: Assistant Superintendent of Curriculum and Instruction

WORK YEAR: 12 Months

SALARY: Hourly

JOB DESCRIPTION: Secretarial duties assigned by the Assistant Superintendent of Curriculum and Instruction, Director of Curriculum and Assessment, and Director of Bilingual Education in performing tasks to insure the smooth operation of the Curriculum Department including but not limited to the following duties:
**Primary Responsibilities:**

1. Be knowledgeable of the responsibilities of the Assistant Superintendent of Curriculum and Instruction, Director of Curriculum and Assessment, and Director of Bilingual Education along with the operation and policies of the District.

2. Track and maintain the Curriculum Department budgets including grants, textbooks, and materials and budgets of the District Technology Department.

3. Secretarial duties assigned by the Assistant Superintendent of Curriculum and Instruction with regards to Reading Recovery, Title Grants, Gifted/Accelerated Education, and TPI/TBE Programs.

4. Process, track, and reconcile all purchase orders, imprest fund requests, bills payable, and extra pay contracts for the Office of Curriculum and Instruction and District Technology Department.

5. Assist the Assistant Superintendent of Curriculum and Instruction in the inventory, distribution, and collection procedures of educational materials used by the school district.

6. Typing of reports, correspondence, and memoranda for the Assistant Superintendent of Curriculum and Instruction and Director of Curriculum and Assessment.

7. Process, track, and distribute orders for new and replacement textbooks for all buildings in the District, including labeling those that are purchased with grant monies.

8. Track and maintain all expense records for the Assistant Superintendent of Curriculum and Instruction, Director of Curriculum and Assessment, and Director of Bilingual Services.

9. Prepare materials for the Board of Education meetings as directed.

10. Receive and distribute US mail and interoffice mail as directed; screen calls as directed.

11. Maintain the Curriculum Department’s filing system with regards to state documents and grants.

12. Manage the Learning A-Z and Raz Kids accounts for the elementary teachers.

13. Other duties as assigned by the Assistant Superintendent of Curriculum and Instruction, Director of Curriculum and Assessment, and Director of Bilingual Education.

11/20