



JOB DESCRIPTION

TITLE: Curriculum and Instruction Secretary

QUALIFICATIONS:

- High school diploma or higher with successful secretarial experience
- Demonstration of excellent skills in communication, organization, and technology skills
- Typing and use of Microsoft Office skills, email, and internet usage skills (required)
- Accounting experience preferred
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Director of Curriculum and Instruction

SUPERVISES: NA

TERM OF EMPLOYMENT: Twelve months/240 days

ESSENTIAL DUTIES:

- Maintains records for district, state, and federally funded programs by:
 - a. Processing requisitions for materials for the district office and schools
 - b. Contacting vendors, as needed, to verify pricing
 - c. Preparing purchase orders, stamping invoices, and submitting documentation to the finance office
 - d. Ensuring appropriate documentation is maintained to support all district, state, and federally funded expenditures
- Assists in maintaining accurate and current records of fund balances for all assigned programs
- Prepares, types, copies, and files correspondence and documents, including letters, memos, emails, reports, and grant materials
- Greets visitors and responds to general departmental inquiries; refers matters to the Director or Coordinators as appropriate
- Utilizes technology effectively to complete and support daily tasks
- Assists in the preparation of grant applications, budgets, amendments, and required performance reports
- Maintains records in compliance with district, state, and federal guidelines, including the annual storage and/or purging of files
- Supports compliance and audit processes by maintaining organized, audit-ready files and assisting with documentation requests

- Assists with tracking grant timelines and deadlines to help ensure timely submission of required materials
- Collaborates with Finance, Human Resources, and school personnel to collect and process information related to federally funded programs
- Maintains confidentiality and ensures accuracy of sensitive financial and program information
- Assists with the planning and preparation of Curriculum and Instruction meetings, including coordinating materials, logistics, and other supports as directed
- Performs other duties as assigned, which may include front desk coverage, mailroom support, and other general office responsibilities

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services.

EEO STATEMENT Marion County Schools is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.