



TITLE:	Secretary, Executive Director	STATUS:	Non-Exempt/At-Will
REPORTS TO:	Executive Director of Instruction	TERMS:	223 Days
DEPARTMENT:	Instruction	PAY GRADE:	PT8

PRIMARY PURPOSE:

To assist and relieve supervisor of paperwork and impediments so that supervisor may devote maximum attention to the central problems of curriculum and instruction.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Bilingual preferred (Spanish)

Strong knowledge of computer and software applications, including but not limited to spreadsheets, databases and word processing

Proficient typing, keyboarding, and file maintenance

Ability to prepare complex reports and meet established deadlines

Ability to read and understand operating instructions

Ability to successfully interact with district employees, parents, and patrons

Strong organizational, communication (verbal and written) and interpersonal skills

Satisfaction of requirements to become a Notary Public within two months of initial employment, if required by supervisor

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Experience:

Minimum of two years clerical or data entry experience

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 35 pounds. Specific vision abilities required by this job include close vision. The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.)

Essential Functions:

1. Demonstrate expertise in and complies with applicable federal and state laws and regulations, and district policies and procedures. Able to research information and cite sources, when requested.
2. Maintain a current filing system in accordance with district guidelines. Able to locate filed documents upon request.

3. Maintain a schedule of appointments and make arrangements for workshops/meetings. Advise supervisor(s) regarding due dates of required reports and upcoming events requiring attendance or attention.
4. Provide secretarial support to the Executive Director of School Leadership and Learning and Director's of Instruction, all district Instructional Specialists and district Testing Coordinator.
5. Facilitate staff development meetings by enrolling participants, preparing rosters, sending reminder letters, providing copies of handouts, assisting room arrangements, and related duties.
6. Coordinate with the personnel of all campuses that are responsible for entering staff development data for their campus into Workshop.
7. Help coordinate the staff development requirements for all teachers new to the district.
8. Coordinate the entering of all in-district and out-of-district staff development credits.
9. Provide support for the district staff development tracking system, Workshop.
10. Coordinate and copy all district generated checkpoints/benchmarks and fulfill campus requests for copying release STAAR tests.
11. Coordinate and assist in the preparation of correspondence and reports; documentation for Board actions and agenda items; federal, state and district reports; and legal notices associated with the supervisor's position.
12. Review all district extra duty timesheets for accuracy.
13. Successfully interacts with district employees, parents, students, and district patrons. Establish and maintain public relation efforts to enhance the image of the position and department.
14. Type or revise various curriculum guides and handbooks, arrange for printing, and distribute to appropriate campuses.
15. Maintain confidentiality of information.
16. Meet regular and predictable attendance requirements.
17. Observe all safety rules and keep work area clean and orderly at all times.
18. Perform other duties as assigned by supervisor(s).

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date