



TITLE:	Secretary, Director CTE	STATUS:	Non-Exempt/At-Will
REPORTS TO:	Director of Career and Technical Education	TERMS:	223 Days
DEPARTMENT:	Instruction	PAY GRADE:	PT6

PRIMARY PURPOSE:

Organize and manage the routine work activities of the CATE department and provide clerical services to the Director, and other staff members as directed; aid in the development and management of department budget.

QUALIFICATIONS:

Education/Certification:

High School diploma or GED

Special Knowledge/Skills:

Secretarial/Clerical Skills – Word, Excel, Data Entry, Basic Math

Proficient in the English language (written and verbal skills)

Bilingual preferred

Bookkeeping skills

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

Experience:

Three years' clerical 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. Perform and assume clerical/secretarial tasks under general guidance of professional personnel including preparation of correspondence, reports and requisitions.
2. Maintain fiscal accounts and department budgets.
3. Make routine decisions in accordance with established priorities and policies.
4. Receive incoming calls; take messages and route inquiries & concerns to appropriate departments.
5. Demonstrated ability to work collaboratively with others.
6. Ability to communicate effectively with parents, coworkers, principals, staff, teachers and vendors.
7. Perform other duties as assigned by the supervisor.
8. Assist with the preparation of the Career and Technical Education (CTE) budget.
9. Maintain records and reconciliation of all budget accounts of the CTE department.
10. Submit/Maintain purchasing and receiving actions for the CTE department.



11. Reconcile P-Card statements for assigned CTE staff and campuses.
12. Maintain a schedule of appointments and make travel arrangements for conferences and meetings as needed.
13. Advise supervisor with regards to due dates of required reports and any attendance at upcoming events.
14. 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 CTE department.
15. Maintain expertise and comply with applicable federal, state and district policies and procedures.
16. Maintain a current filing system for the CTE department.

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