TITLE:	**Secretary, Director**	**STATUS:**	**Non-Exempt/At-Will**
REPORTS TO:	**Department Director**	**TERMS:**	**223 Days**
DEPARTMENT:	**Instruction**	**PAY GRADE:**	**PT6**

PRIMARY PURPOSE:

Organize and manage the routine work activities of the department and provide clerical services to the Directors, 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. Assist with the preparation of the budget.
8. Assist with setting up of events for the Department.
9. Assist with maintaining records and reconciliation of all budget accounts of the department.
10. Assist with Submitting/Maintaining purchasing and receiving actions for the department.

11. Maintain a schedule of appointments and make travel arrangements for conferences and meetings as needed.
12. Advise supervisor with regards to due dates of required reports and any attendance at upcoming events.
13. 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 Instruction department.
14. Maintain expertise and comply with applicable federal, state and district policies and procedures.
15. Perform other duties as assigned by the supervisor.

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