

Wyalusing Area School District

Job Description

Job Title: Central Office Secretary (Curriculum/Technology Secretary)	Location: District Office
Salary Grade: As per CBA	Classification: Support Staff, FLSA Non-exempt; 205 days
Board Approved: June 2021	Direct Supervisor: Director of Curriculum

Job Summary:

- Provide administrative support to the supervising administrator in a manner that is professional, diplomatic, and complies with confidentiality requirements.

Specific Job Functions:

- Assist the Director of Curriculum with development and implementation of professional development.
- Enroll K-12 students in the RVS portal and serve as a resource for inquiries related to RVS.
- Respond to teacher, student, and parent communication related to RVS.
- Coordinate ordering materials in regard to curriculum.
- Coordinate curriculum orders with staff, reordering of items as needed, and verification of items received.
- Enrollment and maintenance of employees records in the Safe Schools training platform.
- Enrollment of K-12 students in Google Workspace and other curriculum software.
- Manages General Fund Budget orders from staff in preparation of the Preliminary Budget.
- Manages invoicing of 1:World Chromebook repairs for K-12 students.

Essential Functions:

- Ensure the smooth and efficient operation of the office;
- Perform receptionist/clerical duties including but not limited to answering phones and directing calls; opening, processing and distributing mail; typing forms, letters, reports, correspondence, memos;
- Assist district staff and other stakeholders by providing administrative support functions as directed by the supervising administrator;
- Maintain confidential records and data as directed;
- Serve as a positive role model in all aspects of performance, demonstrating pride in the honorable profession of public education;
- Maintain efficient and well organized electronic and paper data collection and filing systems, including confidential student and personnel files;
- Assist the supervisor in the preparation of reports and documents by creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and distributing final products;
- Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required district and State data collections;
- Complete all required monthly and year end reports in a timely fashion;
- Perform secretarial and clerical tasks of a varied nature. Many tasks will require a thorough knowledge of the rules and regulations of the school and school system and the frequent exercise of independent judgment within the scope of the authority granted by the Supervisor;

- Perform other duties as assigned.

Physical Demands

- Ability to reach above and below the waist;
 - Ability to use both hands for repetitive motion;
 - Ability to lift/carry supplies weighing no more than 30 lbs.;
- Ability to sit or stand for long periods of time during the workday.

Competencies:

- Strong verbal, interpersonal, and written expression skills;
- Problem-solving skills and technology proficiency;
- Must possess technology skills;
- Must possess general office/secretarial skills;
- Ability to operate office equipment;
- Must appropriately handle confidential information;
- Must be cooperative, congenial and service oriented;
- Must possess excellent interpersonal skills;
- Must be able to work in an environment with frequent interruptions;
- Able to make judgments and work under high levels of stress.

Education and Experience:

- High school diploma or equivalent is required;
- Proficiency and accuracy in typing of 50 words per minute;
- Must possess experience and knowledge of secretarial skills;
- Must possess organizational skills;
- Other education/experience as accepted by the school board and administration.

Additional Requirements:

- Participate in meetings, workshops and conferences as required;
- Support public education and student achievement;
- Must demonstrate extreme flexibility, provide excellent communication, and follow directives issued by supervisors.

Approvals / Additional Supervisors: Superintendent of Schools