

## **CONFIDENTIAL SECRETARY (CURRICULUM)**

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the direction of the Assistant Superintendent (Curriculum/Technology), performs a variety of responsible financial, legal and administrative duties.

### **ESSENTIAL JOB FUNCTIONS:**

- Cooperates with other staff to accomplish the District's priorities and expectations.
- Answers telephone and schedules appointments for Assistant Superintendent (Curriculum/Technology) and Curriculum staff.
- Processes and coordinates all bus/charter bus requests, including Travel Accident Riders insurance for field trips.
- Reports and tracks absences for Curriculum, Technology, Music and Art staff.
- Coordinates all Professional Development for the District including Substitute teachers; assists meetings including set-up, meals, snacks and clean-up; reports all professional development time sheets to Payroll department.
- Manages OMS calendar for District and provides registration assistance as needed, tracks attendance for meetings, manages sign in sheets and reports as needed.
- Oversees, coordinates the scheduling of the District Office calendar and Professional Development Meeting Rooms.
- Coordinates Home/Hospital Curriculum, Time Sheets, Student Attendance and provides assistance to Home/Hospital Teachers and school sites.
- Coordinates and assists the District Health Coordinator with CPR/FA and Family Life (positive prevention).
- Coordinates and assists all District funded student activities.
- Coordinates and assists with band festivals and band related activities.
- Maintains teacher yearly roster indicating new teachers and teacher movement throughout the District.
- Plans and coordinates New Teacher Board Dinner and Character Counter Dinner.
- Trains and serves as Site Secretary contact person in the Curriculum department for questions, supplies, etc. in connection with Curriculum.
- Attend meetings and serve on committees as requested; prepare and distribute meeting agendas and minutes.
- Participates in coordinating, organizing and maintaining the workflow of the Curriculum Department; provide lead supervision and training to assigned staff.
- Provides information and answer questions for staff, outside agencies and the general public regarding Curriculum/Student activities.
- Operates office equipment, including word processing, database management and spreadsheet software programs.
- Performs other related duties assigned by immediate supervisor.

### **EMPLOYMENT STANDARDS:**

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Ability to follow oral and written directions
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally

### **KNOWLEDGE OF:**

- Bookkeeping and financial record-keeping principles to the maintenance of assigned accounting duties.
- Knowledge of district procedures and protocols, and state laws and regulations relating to job responsibilities.
- Modern office practices and procedures, and equipment, including computer, typewriter, and calculator.
- Computer software programs: Excel, Adobe, Word, Outlook, Power Point, Google, etc.

- Appropriate telephone techniques and etiquette.
- Correct English usage, grammar, spelling, and punctuation are essential.
- Establish and maintain effective and cooperative working relations with staff.

**SKILL AND ABILITY TO:**

- Perform responsible clerical work, including ability to spell correctly, to use proper English, and to make arithmetical computations
- Possess strong organizational skills and the ability to work independently
- Type at the rate of 50 words a minute from clear copy
- Follow written and oral directions

**WORKING CONDITIONS:**

- Office environment

**PHYSICAL FUNCTIONS:**

- Sit and stand for extended periods of time
- Reach in all directions
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.
- Bend, twist, kneel and stoop
- Write legible reports
- Read notes, memos and printed material
- Speak clearly and communicate effectively

**EDUCATION AND EXPERIENCE:**

High school graduate with coursework in business practices, and two years experience in responsible clerical work. Prefer one year of experience in school district, or other governmental agency.

**WORK YEAR:**

260 days, less earned vacation and paid holidays.

**This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.**

**This organization is a Drug and Tobacco-Free Workplace.**

**This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.**