

# EXECUTIVE SECRETARY-CURRICULUM

JD LOCATOR: 4.08.7

Adopted: 8/97

Revised: 9/07

REPORTS TO:	Assistant Superintendent for Curriculum and Instruction
CLASSIFICATION:	Classified
FLSA STATUS:	Non-Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff. Additional evaluations may be submitted at the discretion of the Assistant Superintendent for Human Resources.

## JOB SUMMARY

Perform skilled, complex, highly confidential, and specialized secretarial duties in support of the Curriculum Office to enhance the professional and efficient operation of the school district.

***The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.***

## ESSENTIAL DUTIES AND RESPONSIBILITIES

**NOTE:** Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Open and sort all incoming mail for the Curriculum Office.
2. Assist with the preparation and distribution of letters, forms, correspondence, and other materials as needed.
3. Respond to a wide variety of e-mail, calls, and office visitors for the purpose of resolving problems, providing information, and/or referring to appropriate personnel.
4. Assist the public with requests for flyers to be distributed to schools.
5. Design and prepare flyers, brochures, programs, handbook covers, and other materials.
6. Design, update, and prepare publications annually of the PDC Handbook, Mentor Handbook, Title I Handbook, Roubidoux Learning Center Handbook, and Student Performance Objectives.
7. Maintain current curriculum guides for all K-12 courses.
8. Compose, prepare, and distribute letters, memos, e-mails, forms, and correspondence.
9. Assists with the preparation and distribution of materials for Board of Education meetings.
10. Post information on the district web site such as curriculum guides and school supply list.
11. Maintain supplies/equipment and budget for the Curriculum Office; maintain recordkeeping and filing, key purchase requisitions and process invoices.
12. Process meeting registrations and make travel arrangements for the Assistant Superintendent for Curriculum and Instruction and others as needed.
13. Assist with photocopying and distribution of materials such as curriculum guides, PDC handbook, Title I parent newsletters, items for Administrators meetings.
14. Schedule appointments for Assistant Superintendent for Curriculum and Instruction.
15. Communicate with vendors and district personnel to exchange information, resolve discrepancies, correct errors, and clarify issues related to invoices, statements, orders, and deliveries.
16. Assist with reconciling vendor statements.
17. Monitor and control expenditures to assure funds cover expenditures and are charged properly to assigned accounts.
18. Prepare, process, and record district employees who receive stipends for meetings, curriculum writing, and hourly work.

19. Maintain records and key all types of leave for all employees in departments that fall under the Curriculum Office.
20. Schedules and coordinates the presentation of informational materials, workshop, in-services, and various committees related to curriculum and instruction.
21. Assist with the annual textbook adoption each year.
22. Coordinate with textbook companies for samples to be delivered and picked up.
23. Schedule committee meetings for textbook selection process.
24. Prepare the New Teachers In-service agenda and coordinates the various activities.
25. Mail letters and in-service information to all mentors.
26. Maintain supplies/equipment and budget for the Professional Development Committee; key purchase requisitions and process invoices.
27. Maintain database for teacher recertification, high quality professional development workshops, and professional development reimbursement.
28. Receive all Request to Attend Meeting forms for signature, maintain originals in building files, enters into a database for the business office to reimburse teachers after trips are made.
29. Work closely with the Assistant Superintendent for Curriculum and Professional Development chairperson on all professional development issues throughout the district.
30. Maintain supplies/equipment and budget for the all Federal Grants; key purchase requisitions, process invoices and verify incoming orders.
31. Maintain supplies/equipment and budget for the Roubidoux Learning Center; key purchase requisitions, process invoices and verify incoming orders.
32. Maintain supplies/equipment and budget for the Piney Ridge Center; key purchase requisitions, process invoices, and verify incoming orders.
33. Maintain supplies/equipment and budget for the Adult Education program; key purchase requisitions, process invoices, and verify incoming orders.
34. Maintain all records pertaining to Title I programs, including student rosters and assessments, teacher schedules, and parent involvement activities.
35. Coordinate the collection of data and complete screens for Core Data Cycles to be submitted to DESE by the required deadlines.
36. Deposits and records all money received in the Curriculum Office.
37. Coordinates the Central Office calendars for both conference rooms.
38. Process all correspondence in a neat and professional manner.
39. Maintain a commitment to ongoing professional development.

#### SUPERVISORY RESPONSIBILITIES

None

***QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.***

#### EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. High school diploma or equivalent.
2. One-year certificate from college, technical school or equivalent from accredited university with specialized coursework in business administration, secretarial science, or related field preferred.
3. Minimum of five years of increasingly responsible secretarial and administrative experience preferably in a public school district setting.

4. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
5. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

#### COMMUNICATION SKILLS

1. Strong communication, public relation, and interpersonal skills.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to compose correspondence, reports, and/or other required written materials.
4. Ability to read, analyze, and interpret information.
5. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
6. Displays courtesy, tact, and respect when dealing with others.

#### MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

#### REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

#### OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.
7. Excellent grammatical, spelling, and punctuation skills.
8. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
9. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
10. Ability to work independently with minimum supervision.
11. Ability to use independent judgment and demonstrates initiative to act without being asked.
12. Ability to prepare and maintain accurate files and records.
13. Ability to meet strict deadlines.

***PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must

