



JOB DESCRIPTION

Secretary to Assistant Superintendent for Curriculum and Instruction

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The Secretary to Assistant Superintendent for Curriculum and Instruction, under the direct supervision of the Assistant Superintendent for Curriculum and Instruction, assumes all clerical and secretarial functions pertaining to the office.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Five years job experience as a secretary; or graduation from a recognized school of secretarial skills and two years job experience, preferably in a public education environment

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Proficient skills in keyboarding, word processing, and file maintenance
- Effective organizational, communication and interpersonal skills
- Knowledge of basic math and accounting principles
- Ability to work well and in a positive manner with employees and the public
- Ability to meet established deadlines

DUTIES AND RESPONSIBILITIES:

1. Respects the confidentiality of the position.
2. Types with accuracy; proofreads and uses language skills with facility.
3. Types correspondence, reports, requisitions and vouchers, memorandums, curriculum guides, continuum, and units of study; types and develops forms.
4. Coordinates the work of departmental clerical staff.
5. Keeps updated ESL/GT student lists.
6. Finalizes SSI report.
7. Is familiar with computer operations.
8. Develops correspondence as directed by supervisor.
9. Maintains a current and accurate filing system of correspondence sent and received, curriculum library books, catalogs, budgetary requisitions and receipts.
10. Maintains record of receipt and subscription renewal dates of periodicals.
11. Places, receives, screens and records all telephone messages.
12. Operates business machines, including duplicators, copiers, and fax machines.
13. Reproduces, binds, and distributes publications and curriculum materials as needed.
14. Maintains a record of purchased items to ensure that expenditures are within the adopted budgetary limitations.
15. Compiles service plans.
16. Maintains record of department materials checked out or given to principals.
17. Completes absence from duty reports for all department personnel.
18. Maintains any inventories necessary.
19. Any other duties as assigned by Direct Supervisor.
20. Responsible for ordering supplies and materials for nurses and dyslexia department.
21. Helps Assistant Superintendent prepare grievance packets.
22. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate effectively (verbal and written), concentrate, reason, understand verbal instructions, analyze, differentiate, memorize, read, coordinate, compile, compute, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (15-44 pounds). Ability to hear, speak, maintain visual acuity, sit, stand, work prolonged or irregular hours, or unusual fatigue factors during peak periods, and works with interruptions. Occasional travel in district.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic Office equipment

Paraprofessional Pay Grade: 9

Days: 226

Wage/Hour Status: Nonexempt

Updated: September 11, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.