



**JOB DESCRIPTION**  
**Secretary To Instructional Materials Coordinator**

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The Secretary to Instructional Materials Coordinator under the direct supervision of the Instructional Materials Coordinator, provides secretarial and clerical services to the department,

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- Three years jobs experience as a secretary

**ADDITIONAL REQUIREMENTS:**

- Skills testing will be required

**KNOWLEDGE / SKILLS / ABILITIES:**

- Clerical proficiency and competency in general office procedures
- 30-40 words per minute typing
- Strong word processing and proof reading skills

**DUTIES AND RESPONSIBILITIES:**

1. Respects the confidentiality of the position.
2. Accompanies Instructional Materials Coordinator to alternative school hearings when attorneys are present.
3. Serves as clerk of record at expulsion hearings.
4. Schedules and maintains master calendar for all hearings.
5. Prepares packets for alternative, boot camp and expulsion hearings.
6. Prepares hearing guides and hearing orders for alternative school hearings, boot camp hearings, and expulsion hearings, and generates and distributes final notification of hearing decision.
7. Arranges transcription of audio tapes for all appeals relating to expulsion hearings.
8. Maintains a current and accurate filing system of correspondence sent and received.
9. Places, receives, screens telephone calls, takes accurate messages, routes appropriately.
10. Assists with maintaining the budget records for the department.
11. Maintains accurate record and report of all alternative school hearings, boot camp hearings and expulsions.
12. Makes travel and hotel arrangements for the Instructional Material Coordinator.
13. Prepares purchase orders.
14. Receives, sorts and distributes mail to departmental staff.
15. Collects and maintains accurate record of tuition payments.
16. Assists with distribution of the Student code of Conduct and Student Handbooks.
17. Accepts, maintains and distributes transfer applications for all out of district and intra-district transfer students.
18. Maintains accurate record and report of all intra-district transfer.
19. Meets TEA deadline for entering all out of district transfer data into computer.
20. Assists the Instructional Materials Coordinator with textbooks.
21. Assists the Instructional Materials Coordinator with procedures relating to the district's Records Management Plan.
22. Scanning, retrieving, distribution and destruction of district records.
23. 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 (verbally and written), ability to concentrate on detailed work; to use interpretive skills when working with policies, procedures, data; to use reasoning skills; to understand and follow verbal and written instructions; to maintain emotional control under stress.

**PHYSICAL DEMANDS:** Ability to lift and/or carry light weight (under 15 pounds), repetitive hand motions; prolonged use of computer. Work with frequent interruptions. Will be required to travel short distances.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Basic office equipment

**Paraprofessional Pay Grade: 6**

**Days: 226**

**Wage/Hour Status: Nonexempt**

**Updated: September 19, 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.*