



## **JOB DESCRIPTION** **Elementary Curriculum Secretary I**

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The Elementary Curriculum Secretary I under the direct supervision of the Executive Director of Elementary Schools, assists with the clerical, secretarial, and receptionist functions to facilitate the efficient operation of the Department.

### **EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- One to two years secretarial or clerical experience

### **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
- Ability to work well and in a positive manner with employees and the public
- Ability to meet established deadlines
- Knowledge of Microsoft Office

### **DUTIES AND RESPONSIBILITIES:**

1. Respects the confidentiality of the position.
2. Assists with absence from duty reports.
3. Assists with the maintenance of supplies for department work.
4. Types correspondence, reports, requisitions, memorandums, curriculum guides, continuum, and units of study.
5. Develops forms.
6. Assists in maintaining a current and accurate filing system of correspondence sent and received, catalogs, budgetary requisitions, and receipts.
7. Places, receives, screens, and records all telephone messages.
8. Operates business machines, including video projectors, lap tops, copiers.
9. Reproduces, binds, and distributes publications and curriculum materials as directed.
10. Maintains and reconciles all budget accounts on a monthly basis and ensures that expenditures are within the budgetary limitations for specialists and Bilingual.
11. Requests appropriations transfers within the budget as necessary.
12. Assists with coordination of meetings or development sessions including room set-up.
13. Handles conference and workshop registrations for staff.
14. 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, interpret procedures, reason, read, understand verbal instructions, coordinate, compile, instruct, and maintain emotional control.

**PHYSICAL DEMANDS:** Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb, reach, repetitive hand motions, hear and speak.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Basic Office equipment

**Paraprofessional Pay Grade: 6**

**Days: 226**

**Wage/Hour Status: Nonexempt**

**Updated: September 10, 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.*