



JOB DESCRIPTION
Secretary to Director of Secondary Curriculum

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The Secretary to Director of Secondary Curriculum, under the direct supervision of the Director of Secondary Curriculum, ensures the efficient operation of the secondary curriculum office and assumes clerical and secretarial functions for the Secondary Curriculum Director and the Department.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Three years of secretarial and accounting experience

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Proficient in Microsoft Office to include Power Point and Excel
- Types with accuracy; proofreads and uses language skills with facility
- Familiar with business machines, including, copiers, calculators, fax machines, etc.

DUTIES AND RESPONSIBILITIES:

1. Respects the confidentiality of the position.
2. Performs assigned clerical, secretarial, accounting, and managerial tasks under the supervision of the director; and in the absence of the director, operates an efficient office.
3. Performs routine, open/close filing; maintains and categorizes files, including cross filing. Maintains TEA required files for audit purposes for the Career and Technology department.
4. Collects, compiles, prepares, and composes reports, letters, memos, and all other correspondence for Secondary Curriculum and Career and Technology departments.
5. Coordinates scholarship fund raising and banquet activities. Responsible for scholarship fund bank accounts for Career and Technology and DECA. Responsible for disbursement of scholarships to colleges.
6. Maintains records of purchases for Career and Technology and Secondary Curriculum departments. Maintains and reconciles all budget accounts on a monthly basis and ensures that expenditures are within the budgetary limitations. Requests appropriation transfers within the budget as necessary.
7. Maintains records of purchases for the Carl Perkins grant. Ensures expenditures are within the guidelines of the grant. Prepares grant applications, amendments, and required reports for TEA.
8. Assists director in coordinating meetings and professional development activities.
9. Provides assistance to the teachers in the Career and Technology and Secondary Curriculum departments concerning purchase orders, travel, etc.
10. 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 (verbal and written); concentrate, reason, understand verbal instructions, read, coordinate, compile, compute, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (15-44 pounds). Sit, climb, reach, hear, speak, visual acuity, repetitive hand motions (from prolonged use of computer), works with noise and frequent interruptions.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic Office equipment

Paraprofessional Pay Grade: 7

Days: 226

Wage/Hour Status: Nonexempt

Updated: September 12, 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.