



JOB DESCRIPTION **K-8 Curriculum Secretary II**

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The K-8 Curriculum Secretary II, under the direct supervision of the K-8 Curriculum Director, assumes the clerical, secretarial, and receptionist functions to facilitate the efficient operation of the Department.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Three years of secretarial experience, preferably in public education environment or equivalent

ADDITIONAL REQUIREMENTS:

- Skills testing may be required

KNOWLEDGE / SKILLS / ABILITIES:

- Proficient skills in Microsoft Office including PowerPoint
- Effective organizational, communication and interpersonal skills
- Knowledge of Basic Math
- Ability to work well in a positive manner with employees and the public
- Ability to meet established deadlines
- Types with accuracy; proofreads and uses language skills with facility

DUTIES AND RESPONSIBILITIES:

1. Respects the confidentiality of the position.
2. Completes absence from duty reports for all department personnel.
3. Maintains any inventories necessary.
4. Maintains and organizes supplies for department work.
5. Types correspondence, reports, requisitions, memorandums, curriculum guides, continuum, and units of study.
6. Develops Forms.
7. Assists in maintaining a current and accurate filing system of correspondence sent and received, catalogs, budgetary requisitions, and receipts.
8. Places, receives, screens, and records all telephone messages.
9. Operates business machines, including video projectors, lap tops, copiers.
10. Reproduces, binds, and distributes publications and curriculum materials as directed.
11. Maintains and reconciles all budget accounts on a monthly basis and ensures that expenditures are within the budgetary limitations.
12. Requests appropriations transfers within the budget as necessary.
13. Assists with coordination of meetings or development sessions including room set-up.
14. Handles conference and workshop registrations for staff.
15. Oversees the budget and initiatives for specific projects such as TAG, Family Literacy Center, and Elementary Fine Arts.
16. 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: 7

Days: 226

Wage/Hour Status: Nonexempt

Updated: December 15, 2009

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.