

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Secretary to the Director of Curriculum, Accountability and Continuous Improvement

DEPARTMENT/DIVISION: Curriculum, Accountability and Continuous Improvement

POSITION SUMMARY:

Under general direction, to serve as Secretary to the Director of Curriculum Accountability and Continuous Improvement or his/her designee; to perform complex and responsible secretarial services: and to do related work as required for the department.

ESSENTIAL FUNCTIONS:

1. Serves as department receptionist and screens visitors.
2. Provides secretarial support for certificated staff, including appointment scheduling, correspondence typing, committee minutes preparation and distribution, and maintenance of department files.
3. Utilizes the District's student information system, Excel, Microsoft Word, PowerPoint, and other computer programs for efficient and effective communication and record keeping.
4. Establishes, maintains and monitors accurate, neat and efficient electronic and manual filing systems.
5. Prepares letters, memos, reports, surveys, newsletters, brochures, and other documents and communications as needed.
6. Composes correspondence independently or from brief verbal instructions.
7. Plans/coordinates/preps meetings for curriculum committees and others as required.
9. Directs the work of other designated clerical staff.
10. Updates the District's assessment reporting system, including, but not limited to entering employee information and assisting users.
11. Assists the Director with gathering and entering data and preparing reports as needed for state and federal reports.
12. Maintains the department's web site including adding, modifying and deleting documents.
13. Orders necessary supplies and equipment and maintains department operating budgets.
14. Maintains regular and prompt attendance in the workplace.
15. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent required. Four years of increasingly responsible secretarial/clerical experience including using word processing, spreadsheets, and database management. Experience working with budgets and ordering is desirable. Previous experience in a public school or institution of higher education setting desired. Must pass required District testing.

SKILLS AND QUALIFICATIONS:

1. Knowledge of intermediate to advanced elements of correct English usage, grammar, spelling, punctuation and vocabulary.
2. Ability to operate standard office equipment.
3. Knowledge of office methods and procedures, including letter and report writing.
4. Ability to perform responsible clerical work requiring independent judgment with speed and

accuracy.

5. Knowledge of intermediate computer skills including, but not limited to the District student information system, Microsoft Word, and Excel.
6. Ability to complete projects and tasks through to completion with minimal supervision and direction.
7. Ability to learn and apply District rules, regulations, policies and procedures.
8. Ability to type at a speed of 50 words per minute from clear copy.
9. Ability to communicate effectively with parents, students, staff and school officials in a wide variety of situations.
10. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand and/or walk on hard and/or uneven surfaces.
7. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
8. Lift and/or carry up to 25 pounds at waist height for short distances.
9. Bend, squat, stoop and/or climb.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with school district staff and the public.

SALARY: Classified Range 40

BOARD APPROVED:

TUSD 6/14/05

Revised 6/13/17