

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Curriculum/Personnel Secretary

QUALIFICATIONS:

1. Certified on an employee's medical examination form to be fully qualified in health for the position by a licensed physician.
2. High School Diploma including courses in business English and computer applications
3. Two years of post-secondary training and five years job experience as a secretary; or graduation from a recognized school of secretarial skills and two years job experience.
4. Demonstrated ability to utilize word processing equipment as well as perform data entry.
5. Experience in personnel work or demonstrated competency in the assigned tasks.
6. Such alternatives to the above qualifications as the board may find appropriate and acceptable

REPORTS TO: Superintendent of Schools

JOB GOAL: To assure the smooth and efficient operation of the Curriculum/Personnel Office responsibilities so that the office may have the maximum positive impact on the educational program and personnel functions within the District.

PERFORMANCE RESPONSIBILITIES:

1. Performs the usual office routine such as transcription, drafting correspondence of various types, filing, typing, and telephone calls.
2. Obtains, gathers, organizes and maintains confidentiality of pertinent data as needed.
3. Maintain a schedule of appointments and make arrangements for conferences and interviews.
4. Attend all meetings of the Curriculum Cabinet, take minutes, and perform duties assigned by the Cabinet.
5. Coordinate orders and help distribute Iowa Test of Basic Skills.
6. Maintain an up-to-date application file of prospective candidates for all teaching, administrative and non-certified positions through the Search Soft application computer system.
7. Handles all mail correspondence for applicants to include: posting of all vacancies – non-certified and certified, confirmation letters to applicants and letters of regret to those not hired.
8. Establishes and arranges for preliminary and final interviews with perspective teaching candidates.
9. In-process all new employees (new applicant packets, collecting of all forms, including insurance). Distribute necessary paperwork and meet with all new employees.
10. Keeps an accurate account of all certified employees' Educational Hour Records for lane advancement.

Page 2 – Curriculum/Personnel Secretary

11. Prepares and updates seniority lists for all certified and non-certified staff.
12. Obtains enrollment figures on the first of each month, keeps and distributes records of these figures to administrators and board. Files annual enrollment report in September to the Department of Education.
13. Arranges for typing of federal project applications and summer curricular projects. Maintains inventory of all district curriculum. Works directly with District Curriculum Director.
14. Assists in making arrangements for the summer school program.
15. Maintains proficiency in operation of computer software (including word processing, database and spreadsheets), calculators, copiers, postage and facsimile machines.
16. During the year, coordinates with all curriculum committees that meet/schedule meetings, etc.
17. Keeps a record of Board Room use for meetings and/or assists in arrangements.
18. Coordinates extended day contracts for teachers.
19. Notifies teachers of certificate expiration and assists in filing of renewal forms with the Dept. of Education.
20. Notifies employees when physicals/child abuse/bloodborne pathogen/chemical right-to-know certifications are due.
21. Meters all outgoing mail and maintains a sufficient amount of postage in the meter. Process all district bulk mailings.
22. Works with Business office to generate special education billings and contracts for tuition-in and tuition-out students.
23. Works with area universities and colleges to schedule all student teachers within the district and to provide the Board with current agreements, correspondence, etc. with the institutions.
24. Coordinates newspaper advertising for job positions, registration, Kindergarten roundup, summer school, late starts, etc.
25. Assembles all necessary payroll and contractual paperwork for newly hired district employees. Processes completed paperwork according. Completes the Criminal and Child Abuse Background checks on all newly hired employees for the district. Maintains a separate file of these records.
26. Performs any bookkeeping and/or statistical tasks including Summer and Fall BEDS, Equal Employment Opportunity Commission.
27. Performs bookkeeping and billing task associated with open enrollment, tuition in and out, home schooling.
28. Maintains, compiles and distributes the annual school personnel directory.
29. Assists in follow-up after the Board meeting.
30. Assumes such other duties and responsibilities as may be assigned by the superintendent

Page 3 – Curriculum/Personnel Secretary

TERMS OF EMPLOYMENT: Twelve month year. Salary established by the Board

EVALUATION: Performance of this job will be evaluated per Board Policy.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____
(Incumbent)

(This job description contains only measurable performance responsibilities.)

4/28/05