

**Job Description**  
**MOORE PUBLIC SCHOOLS**

**5.31B**

**Job Title:** **Indian Education Secretary to Coordinator**

**Qualifications:**

**Credentials:** **None**

**Education:** High school diploma and specialized vocational experience in or after high school in computers, bookkeeping and basic office skills.

**Training or Experience Required:** 3-4 years of secretarial and/or clerical experience in an educational environment. Minimum of 1 year with computer experience using word processing, databases, and spreadsheets. Minimum of 1 year working in a school system is preferred.

**Special Skills, Knowledge, Abilities:**

**Communication Skills (oral, written, or business):** Basic communication skills to exchange information give/receive simple instructions and respond to inquiries. Includes filling out forms. Communicates on the phone in clear, grammatically correct English.

**Data Recording/Record Keeping:** Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

**Mathematical Skills:** Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

**Reading and Interpreting:** Reads and interprets routine to complex written or printed materials such as charts, contracts, application forms, or instruction material.

**Business Machines (like computers, copiers, etc.):** Uses business machines that can be easily learned from manuals or verbal instructions. Such machines include but are not limited to photocopiers, FAX machines, CRT/computers, 10-key calculators, and multi-line telephone consoles. Intermediate level experience in word processing and spreadsheet software packages is desired.

**Office Filing and Retrieving:** Responsible for establishing and/or maintaining an existing filing system.

**Spelling Skills:** Incumbent needs to spell correctly and proofreads work of others concerning spelling and grammatical structure.

**Site:** **Various**

**Reports To:** **Indian Education Coordinator**