

SCHOOL DISTRICT 27J
CLASSIFIED POSITION JOB DESCRIPTION

Job Title: Secretary – Career and Technical Education Department
Date Prepared or Last Modified: December 2021
Work Year: 12 Months
Department: Student Achievement - Vocational
Reports to: Postsecondary and Workforce Readiness Director

SUMMARY: Responsible for providing confidential administrative support to the Postsecondary and Workforce Readiness Director. Counsel, coordinate, organize, and manage all aspects of CTE, Concurrent Enrollment, postsecondary education & workforce readiness programs and staff. Provide support to the districts middle and high school counselors and the student achievement staff. Supports the director and staff by performing clerical and technical functions related to grant compliance requirements and CTE Program requirements as it relates to the Career and Technical Act (CTA), grants awarded. Specific duties will include program approvals, teacher credentialing, CTE data submissions, concurrent enrollment, course descriptions, Infinite Campus and purchasing and invoice support for AP testing, CTE Certificates and other graduation demonstration. support. Provide school secretaries “as needed” support or ongoing training with school level budgets and spreadsheets, as well as helping answer questions with the districts allocation system.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- D 30% Perform budgetary and accounting functions for the CTE department and student achievement Federal and State Grants. Plan, monitor organize and manage program grants and budgets; utilizing the district financial system for tracking and reconciling grant, project and department budgets, accounts and purchasing cards.
- D 20% Purchase, processing of invoices, receipt and tracking of grant funds for CTE teachers, student achievement staff and directors. Compile receipts and reconcile to each report (grant budgets, general & activity funds).
- D 5% Manage director’s calendar, including coordinating, scheduling, etc. Arranges meetings and travel for staff and director.
- W 5% Manage TMS (Time Management System). Enter, edit, verify and approve time sheets for payroll. Collects, verifies correct budget codes and tracks pay sheets for district wide staff being paid out of grant or department budgets. This includes checking for accuracy, ensuring signatures are included.
- M 10% Proof, verify and maintain monthly grant budget reports (Perkins, CTA, etc.). Coordinates and prepares documents, creates and maintains spreadsheets and databases using district information technology systems.
- M 10% Compile quarterly vouchers and grant reports for submission, programs approvals, articulations, and teacher credentials.
- M 5 % Manage, collaborate and submit VE-135 enrollment and follow-up submission by verifying actual student enrollment through Infinite Campus.
- M 5% Coordinate and implement daily duties related to counseling, student achievement and postsecondary and workforce readiness program.
- Y 8% Preparation of proposals and grant requests, and performance of responsible professional and administrative work in researching, identifying, and assisting the director in writing grants. Generates proposals and supporting documents in response to solicitations.
- D 2% Other duties as assigned, including providing backup coverage to other department secretaries.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: High School diploma or the equivalent plus specialized courses in business or vocational school up to 2 years. Specialized courses or the equivalent experience in accounting or related business practices. Prefer a 2-year degree.

EXPERIENCE: Over 3 years of secretarial and financial management experience, experience working in CTE & Counseling in the following areas (preferred): local, state and federal grant management, VE-135 enrollment and follow-up submission, CTA reporting, Program Approvals, teacher credentialing, articulations and data analysis at a secondary school.

SKILLS, KNOWLEDGE, & EQUIPMENT: Requires strong oral, written and interpersonal communication, public relations, customer service, and diplomacy, problem solving, and advanced computer skills. Knowledge of grant management, financial management and data analysis preferred. Ability to project a professional image through high standards of business conduct and appearance. Ability to work independently, exercise judgment and handle multiple tasks and deadlines simultaneously. Ability to maintain confidentiality in all aspects of the job. Operating knowledge of Microsoft Word, Excel, Publisher, PowerPoint, Outlook, AS400, Infinite Campus and general office Equipment.

CERTIFICATES, LICENSES, & REGISTRATIONS: None required.

SUPERVISION/TECHNICAL RESPONSIBILITY: This job has no supervisory responsibilities. Acts a technical resource to train teachers on CTE forms, software and CCCS website as needed.

JUDGMENT AND DECISION MAKING: Decisions are made on a collaborative basis involving the director, teachers, and counselors. Director is always involved in the decision making.

DIVERSITY OF DUTIES: Requires the ability to be familiar with various budgets, grant preparations, teacher's credentialing, Colorado Community Colleges, Program Approvals, manager budget allocations for general funds and activity accounts. Requires accounting skills to reconcile accounts, collaborate with others on budget issues, recommend budget changes when accounts are not in alignment, AS400 skills to print and review budget reports, verify teacher credentials and licensing, use of all Microsoft programs (Word, Excel, Outlook, Publisher, PowerPoint).

SAFETY TO SELF AND OTHERS: Low risk to self of repetitive motion or self-due to extensive keyboarding.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel and talk or hear. The employee is frequently required to reach with hands and arms and taste or smell. The employee is occasionally required to stand or walk. The employee must occasionally lift up to 10 pounds. The employee must be able to see clearly at 20 inches or less.

WORK ENVIRONMENT The noise level in the work environment is usually quiet.

MENTAL FUNCTIONS While performing the duties of this job, the employee is frequently required to communicate, compute, use interpersonal skills and compile data. The employee is occasionally required to compare, analyze, copy, coordinate, instruct, and negotiate.