

**SCHOOL DISTRICT 27J**  
**CLASSIFIED POSITION JOB DESCRIPTION**

**Job Title:** Secretary to Director - Department of Student Learning & Professional Development  
**Date Last Modified:** December 2021  
**Work Year:** 12 months/8-hour day  
**Department:** Student Learning  
**Reports To:** Director of Student Learning

**SUMMARY:** Responsible for providing confidential administrative and technical support to multiple Directors as well as the staff in the district's central administrative department. Provides administrative support; performs secretarial duties, coordinates and prepares documents, creates and maintains spreadsheets and databases using district information technology systems, billing and collections. The position requires daily management of highly confidential staff educational records. This position is responsible for assisting with data collection, tracking and reporting for several climate surveys and is required to maintain and track grant-funded projects, working closely with the finance department to ensure proper and accurate spending. Act as a liaison with all levels of district staff and community representatives. Provide school secretaries "as needed" support or ongoing training with school level budgets and spreadsheets, as well as helping answer questions with district allocation system (ALIO)

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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| D | 20% | Perform budgetary and accounting functions for Student Achievement Federal and State Grants, as well as several other department budgets, such as planning, monitoring and review of annual budget, transferring budget monies, purchasing, processing and verifying invoices. Manage, allocate, monitor and maintain department, district and state/federal grant budgets; review budgets to assess actual performance versus budget; allocate, monitor and maintain department, district and state/federal grant budgets; review budgets to access actual performance versus budget; allocate code amounts with budgets; process payments including electronic purchasing card program; serve as a credit card liaison for department directors as well as department specialist. Reviews budgets for accuracy and performs journal entries when corrections are needed. Completes human resource PAR forms for employees being paid from grants. |
| D | 10% | Manages TMS (district time management system. Enters edit sheets, verifies and approves hours for payroll. Collects, verifies correct budget codes and tracks pay sheets for district wide staff being paid out of grant budgets. This includes checking for accuracy, ensuring signatures are included.  |
| W | 15% | Coordinates with the Director of Student Learning and the Professional Learning Instructional Specialist on CDE licensure and re-licensure information. Maintaining accurate in-house records as well as in the GoSignMeUp online program. Provides support to all district certified staff inquiring about their re-licensure certificates and transcripts. Troubleshoots and investigates missing certificates and makes corrections to courses/certificates as needed. Adds new course requests to the district professional development calendar; including booking meeting locations. Assists in creating courses in the GoSignMeUp system. Creates new certificate templates.   |
| D | 20% | Provide administrative support to the Division Directors and Department of Student Learning staff. Coordinates projects, programs, and department processes; gathers, compiles, synthesizes, analyzes, writes and formats reports, forms, submissions and other requested data through the use of district information technology systems. Extracts from and inputs into, updates and maintains databases, spreadsheets and filing systems. Facilitates communication between department and/or district teams. Serves as department contact for parents, staff and community with respect to department/district issues, policies and procedures. Assists with Parent Climate Survey editing survey, compiling data; adding data to the district dashboard and sharing information with district leaders. Assists with compiling results of the Staff Climate Survey   |
| D | 8%  | Performs secretarial duties including, but not limited to: answering phone calls, screening and directing to appropriate person; answering inquiries, following through on requests, and resolving parent and staff concerns; schedules appointments, maintains calendars and filing systems; opens and distributes mail; prepares, composes, processes and distributes correspondence, documents, or other printed information to parents, department and district staff; coordinates and arranges meetings, workshops and special events; arranges rooms; orders refreshments; informs attendees; orders office supplies. Make conference/workshop arrangements including air travel, hotel reservations, and registrations.  |
| M | 5%  | Maintains the Department 27J webpage to ensure accuracy of information displayed for federal grants   |

- D 20% Assists Director with department related projects, including scheduling meetings, professional development activities, data collection and organization, etc.
- Ongoing 2% Assist in the Principal hiring process including room set up, preparing interview packets, managing online interviews, compiling all forms to submit to HR. Perform other duties as assigned.

*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:** Four years of high school or equivalent, must have post-secondary course work in bookkeeping and/or accounting or the equivalent. An Associate's Degree or Bachelor's degree preferred, but not required.

**EXPERIENCE:** Must have two (2) years of experience with professional bookkeeping and/or accounting systems. In addition, must have intermediate to advanced skills in Microsoft Suite, with an emphasis on Excel and Outlook as well as webpage development. Additional specialized training in office and/or financial software preferred.

**SKILLS, KNOWLEDGE, & EQUIPMENT:** Must be able to demonstrate strong oral and written communication, evidence of positive interpersonal skills, as well as problem solving and decision making skills. Knowledge of preparing budget reports, balancing accounts, working with computerized, interactive financial systems; and creating and analyzing spreadsheets. Intermediate to advanced knowledge of Outlook and Excel required at time of hire. Prefer someone with knowledge of and ability to use Alio and Infinite Campus, (training is available within district). Bi-literate (Spanish) preferred, but not required. Familiar with Infinite Campus, Alpine Achievement Systems or similar student software data preferred, or have the ability to generate and analyze data and reports. Must maintain confidentiality in accordance with FERPA.

**CERTIFICATES, LICENSES, & REGISTRATIONS** None required.

**SUPERVISION/TECHNICAL RESPONSIBILITY** This job has no supervisory responsibilities.

**JUDGMENT AND DECISION MAKING** Work is assigned by the Department Director; however, at times may be self-directed. This position requires analytical skills and knowledge of basic accounting/bookkeeping procedures and regulations to accurately maintain and monitor grant budgets and expenditures. Work is guided by professional standards and department, Board, district, state, and federal guidelines. Decision-making will include collaboration with Director and at time with the Finance Grant Accountant. Position requires frequent handling of sensitive confidential information.

**DIVERSITY OF DUTIES:** This position requires the individual to interact effectively and efficiently with a variety of individuals within the 27J and the community while maintaining a positive attitude. This position requires the individual to be able to use a computer to enter data accurately and review for reasonableness. Ability to present data in different reports. This position requires the ability to develop and maintain an accurate and efficient system of organization as well as prioritizing tasks.

**SAFETY TO SELF AND OTHERS** High exposure to repetitive motion injuries due to keyboarding. Low exposure to bruises and cuts due to typical office accidents.

*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 frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, infrequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

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

**MENTAL FUNCTIONS** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, compute, synthesize, evaluate, and use interpersonal skills. Frequently required to coordinate, instruct, and compile. Occasionally required to copy and negotiate.