

CLASSIFIED JOB DESCRIPTION

**SECRETARY TO THE DIRECTOR OF LANGUAGE
ACQUISITION**

JOB SUMMARY:

Serves as secretary to the Director of Language Acquisition; performs a wide variety of complex secretarial and administrative duties, often of a confidential nature; coordinates communications and information; monitors and directs department's clerical staff in a team-oriented atmosphere.

ESSENTIAL JOB FUNCTIONS:

- Serves as Director's administrative assistant.
- Schedules appointments for Director and Project Specialists with District staff, various agencies, and parents.
- Screens visitors, telephone calls, and mail.
- Composes letters, memoranda, and other materials independently or with minimal instructions.
- Disseminates information where judgment, knowledge, and interpretation of procedures and regulations are necessary.
- Prepares Board Agenda items.
- Compiles materials for various inservices and special projects.
- Learns new software programs or skills required to keep up-to-date in the current job (PowerPoint, Excel, etc.).
- Designs spreadsheets, newsletters, fliers, and brochures as needed.
- Manages, monitors, directs, and cross-trains clerical staff to ensure an even distribution of work.
- Prepares confidential materials for personnel evaluations.
- Coordinates meetings, inservices, annual projects, and arranges business/conference travel plans for department staff.
- Gathers data, compiles information, and prepares state and federal program reports.
- Processes reservations and travel requests for staff.
- Contacts non-public schools according to state and federal program requirements.
- Maintains attendance/absence records and coordinates department schedules.
- Orders department supplies.
- Develops and updates written procedures for department.
- Takes minutes at designated meetings.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of three years successful full-time secretarial experience, at least one of which includes monitoring and directing other employees in an office environment.

SECRETARY TO THE DIRECTOR OF LANGUAGE ACQUISITION

Page 2

- Knowledge of the multiple programs assigned to the Department of Language Acquisition, District's budget/accounting procedures, and District policies, practices and goals. Knowledge of modern office practices and procedures, including personal computer applications used for word processing, financial statements, spreadsheets, and presentations.
- Ability to maintain the security of sensitive, confidential, and privileged information; relate to employees and the public in a positive and caring manner; type or keyboard at a net corrected speed of 55 words per minute; understand and carry out oral and written directions; perform a variety of difficult tasks; prioritize tasks and accomplish them in a timely manner; work independently. Ability to establish and maintain cooperative working relationships; communicate and interact effectively and professionally under pressure.
- High school diploma or GED required. College and/or business school highly desirable.
- Bilingual preferred.

Classified Salary Schedule: Range 31
BOARD APPROVED: 11-14-00
REVISION DATES: 07-17-23
08/09/2023