

CLASSIFIED JOB DESCRIPTION

SECRETARY TO THE DIRECTOR OF CURRICULUM AND INSTRUCTION

JOB SUMMARY:

Serves as secretary to the Director and Office of Curriculum, Instruction, and Assessment; performs a wide variety of complex secretarial and administrative duties, sometimes of a confidential nature; coordinates communications and information; assists and supports department's staff in a team-oriented atmosphere; assists with administrative and graphics support.

ESSENTIAL JOB FUNCTIONS:

- Serves as the supervisor's administrative assistant.
- Screens visitors, telephone calls, and mail.
- Sends/receives faxes, e-mail, and correspondence.
- Composes letters, memos, and reports; prepares Board Agenda items.
- Creates, edits, proofs reports, and other materials that supervisor requests.
- Initiates work that keeps the office running smoothly, develops procedures.
- Provides information relevant to the particular office or programs.
- Serves as liaison with various State offices and universities.
- Prioritizes duties and possible duties of other office staff (delegating).
- Coordinates arrangements for meetings, work sessions (including, but not limited to, scheduling, room reservations, and notification to participants).
- Compiles information and generates Federal, State and local reports as needed.
- Maintains department's website.
- Researches information for supervisor and other administrators for use with reports, budget preparation, grant applications, etc.
- Learns new software programs or skills required to keep up-to-date in the current job (PowerPoint , Excel, etc.).
- Orders office supplies and materials for department.
- Types various forms that have not yet been computerized.
- Maintains supervisor's files, including confidential files.
- Distributes mail and materials ordered and received by the department.
- Designs spreadsheets, newsletters, fliers, brochures as needed.
- Maintains absence records for department staff.
- Processes Special Leave forms, travel requests, reimbursements, Internet applications.
- Handles the administrative details not requiring the immediate attention of the administrative head.
- Gives out information where judgment, knowledge, and interpretation of procedures and regulations are necessary.
- Provides extra support – time, effort, or whatever is required to accomplish department goals.
- 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 a variety of projects and programs.
- Ability to perform secretarial and administrative work of a relatively complex and difficult nature requiring the exercise of much more than average judgment; ability to spell correctly and use good English in performing a variety of clerical work; ability to type 55 words per minute.
- Ability to maintain the security of sensitive, confidential, and privileged information; relate to employees and the public in a positive and caring manner; understand and carry out oral and written directions; establish and maintain cooperative working relationships.
- Knowledge of department office practices and procedures in a variety of computer systems which may include Macintosh and Pentamation; various forms of correspondence, filing, etc.; may be required to have a broad knowledge of District policies, practices and goals; knowledge of correct English usage, spelling, and punctuation.
- High school diploma or GED required. Preferably, including or supplemented by courses in typing, office practices, and dictation transcription.

Classified Salary Schedule: Range 31
BOARD APPROVED: 8/15/00
REVISION DATES: 7/16/23
08/09/2023