

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 3.30**

**Position Title:** Administrative Secretary – Curriculum, Instruction & Assessment  
**Reports To:** Designated Administrator

**SUMMARY**

Assists management level administrators in the performance of general District responsibilities.

**QUALIFICATIONS/REQUIREMENTS**

The Administrative Secretary shall have earned a high school diploma or its equivalent; possess a high level of competence in secretarial skills, a working knowledge of personal computer operations and word processing software packages, and display a high degree of independent initiative.

**ESSENTIAL JOB DUTIES**

- Assists in budget preparation and associated purchases.
- Prepares documents and arranges local travel.
- Demonstrates initiative and independent judgment in establishing professional office routines.
- Demonstrates proficiency in utilizing word processing, spreadsheets, database management.
- Assumes responsibility for a wide variety of management tasks associated with office operations.
- Prepares and proofreads correspondence, forms, and notices.
- Organizes and maintains appropriate filing systems.
- Assists in the preparation of educational reports and research documents.
- Maintains confidential nature of all school related matters.
- Completes periodic training, as necessary.
- Performs necessary functions unique to the position for which employed.

**OTHER DUTIES AND RESPONSIBILITIES**

Completes secretarial tasks assigned by the designated administrator. Performs other duties as assigned by the designated administrator.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

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**TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with current pay plan and District Policy.

**EVALUATION**

Performance in this job will be evaluated in accordance with provisions of District Policy on evaluation of support services personnel.