



Assistant Secretary – Career Academy

Purpose Statement

The Assistant Secretary provides administrative, secretarial, and project support to assigned CTE Director and CTE Department. The role ensures efficient departmental operations through effective communication, data management, document preparation, and the coordination of multiple projects and processes. This position serves as a liaison between the department and internal/external stakeholders, supporting both daily operations and strategic initiatives.

Supervisory Relationship

Reports to: CTE Director

Essential Functions

- **Administrative and Project Coordination:** Coordinate and manage a wide variety of departmental and cross-functional projects and events. Prepare and process time sheets, work orders, requisitions, travel documents, and budget reports. Schedule appointments, meetings, and travel arrangements; maintain calendars and facility usage schedules.
- **Records and Documentation:** Create, maintain, and retrieve manual and electronic records, including budget, personnel, legal, and program documentation. Compile data and prepare comprehensive reports in support of financial, legal, or administrative requirements. Draft and finalize correspondence, manuals, memorandums, charts, agendas, and minutes.
- **Communication and Liaison:** Serve as a liaison among administrative staff, school personnel, district departments, and external agencies. Act on behalf of the assigned administrator in their absence to communicate information and ensure continuity of operations. Respond professionally to inquiries from staff, families, the public, and agencies, providing direction and resolving issues.
- **Operational Support:** Maintain supply and inventory records to support department readiness. Monitor program components, accounts, and operational timelines to ensure compliance and target achievement. Support administrative personnel by facilitating internal procedures and contributing to a positive, productive environment.
- **Policy and Compliance:** Follow and enforce school and district policies and legal guidelines in all aspects of the job. Support preparation for audits, evaluations, and procedural reviews.
- **Professional Participation:** Attend departmental meetings, workshops, and professional development opportunities. Support onboarding of new staff by communicating relevant procedures and systems.
- Adhere to all Bismarck Public Schools policies and procedures.
- Maintain prompt and consistent attendance.
- Perform other related duties as assigned to support the effective operation of the classroom and program.

Job Requirements: Minimum Qualifications

Skills

- Proficiency with Microsoft Office, Google Workspace and office equipment
- Excellent written, verbal and interpersonal communication
- Strong organizational and time-management; ability to manage multiple projects with attention to detail

Knowledge

- Basic math, financial processing and recordkeeping practices
- Familiarity with educational terminology, district systems and public-sector administrative protocols

Abilities

- Maintain confidentiality and professionalism
- Adapt to changing priorities and work under limited supervision
- Establish effective working relationships across diverse stakeholder groups
- Manage frequent interruptions and remain flexible under pressure

Responsibility

Work under limited supervision following standardized practices and methods. Lead, guide, and coordinate others. Track budget expenditures. Utilize resources from other work units as required to perform job functions. Have a continual opportunity to impact the organization's services.

Work Environment

Physical demands include some lifting, carrying, pushing, pulling, stooping, kneeling, crouching and fine finger dexterity. Work typically involves 80% sitting, 10% walking, 10% standing. Job is performed in a clean and healthy office environment.

Experience

Job-related experience desired

Education

High school diploma or equivalent required.

Clearances

Criminal background check and fingerprint clearance required

FLSA Status

Non-Exempt

Salary Grade

Step SJ