



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title: Secretary, Curriculum Development

Exemption Status: Non-Exempt

Reports to: Director of Curriculum Development

Pay Grade: 04

Works with: District Personnel

Days: 226

Dept. /School: Administration

Date Revised: 07/23/2020

Primary Purpose:

To provide administrative support to the Director of Curriculum Development and provide clerical services to the administrators and other staff members.

Prerequisites:

- High school diploma or GED

Special Knowledge/Skills:

- Proficient typing/word processing (minimum of 35 WPM), and file maintenance skills
- Excellent organizational, communication and interpersonal skills
- Ability to use personal computer and software to develop spreadsheets, databases, and word processing

Major Responsibilities and Duties:

1. Compile pertinent data as needed when preparing various federal, state, and local reports.
2. Maintain physical and computerized departmental files.
3. Assist with the preparation of purchase orders, payment authorizations, and the departmental budget.
4. Monitor and process personnel time records including leave requests and reports; compile information and submit to appropriate staff.
5. Answer incoming calls and handle questions from public, outside agencies, staff and take reliable messages.
6. Maintain a schedule of appointments and meetings for the Director of Curriculum Development.
7. Receive, sort, and distribute mail and other documents.
8. Provide support for the development and creation of the training materials. Schedule and keep attendance of the trainings.
9. Make travel arrangements for staff.
10. Order and maintain inventory of office supplies and program equipment.
11. Maintain confidentiality of information.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature:

Date

Administrator Signature:

Date