

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Secretary to the Executive Director - AID

Schedule / Grade: Hourly Grade 28

Job Code: 94SEC12665

FLSA: Non-exempt

Calendar: SEC12

Benefits: Eligible (Retirees not Eligible)

Contract Type: Notification

Bargaining Unit: None

Revised Date: 08/25/2025

PURPOSE

The Columbia Public School District is seeking a Secretary for the Office of Research, Assessment and Accountability. This person must be able to effectively interact with many people and assist the School Improvement and Data Research Departments. The Director of Research and Assessment will supervise the person in this position. This position is in the Aslin Administration building.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Typing, answering telephone, preparing reports, etc.
- Type correspondence, forms, budgets, and other materials.
- Create tables, graphs and charts using Excel.
- Answers telephone/places calls. Schedules for appointments. Files materials.
- Preparing facilities for meeting
- Processes incoming/outgoing mail.
- Prepare purchase orders, vouchers, payments for processing.
- Maintains assessment material, including security and physical materials.
- Tracks staff mileage.
- Makes department purchases for supplies, professional development, etc.
- Work with principals and curriculum directors for proper ordering and inventorying of all assessment material.
- Provide technical support for teachers and staff w/login and password assignments during state testing window
- Serve as the contact on the CPS website for all District Research Requests and collect all research submissions.
- Collaborate with the Assessment Director to distribute all acceptance and denial records of research submissions.
- Submit Payroll and Absence Tracking for all Exempt and Non-Exempt employees in the AID department.
- Track and manage all correspondence related to requests before and after Executive Committee review.
- Understands and adheres to Board policies and procedures.

- Performs other duties and responsibilities as assigned.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>.

REPORTING RELATIONSHIPS

Reports To: Executive Director of Assessment, Intervention, Data, and Innovation

Supervises: None

QUALIFICATIONS

Minimum: High School diploma or GED; Three (3) years of related experience

Preferred: Mastery of office skills; computer literacy necessary; Proficient in Microsoft Word, Excel and Access; good organizational skills; Competency with written communication skills; Maintains confidentiality; Assumes responsibility without direct supervision; Checks own work; Good public relations/interpersonal skills; strong attention to detail, commitment to data accuracy.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Respond to common questions and concerns. Read, analyze, and interpret professional journals, memoranda, policies, administrative procedures, and statutes. Write business correspondence, including staff memoranda and newsletter articles. Keep information confidential when required by law, policy, or the nature of a particular situation. These are essential functions of the job.

Computation: Work with mathematical concepts, such as probability and statistical inference, and analyze data for instruction. Apply concepts such as fractions, percentages, ratios and proportions to practical situations. Perform computer word processing (including spreadsheets) and internet research. Access and create reports using the District's student information software and databases. These are essential functions of the job.

Reasoning: Define problems, collect data, establish facts, and draw valid conclusions. Solve a variety of problems in many different situations. Interpret instructions presented in written, oral, diagram or schedule form. Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement. These are essential functions of the job.

Technology: Present information using a variety of media/technology sources. Access and create reports using the District's student information software and databases. Readily utilize smart boards, projectors and other instructional technology provided by the district. Adhere to all District policies and procedures regarding

technology use. These are essential functions of the job.

Physical demands: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and considerable dexterity in operating office equipment. Consistent and regular attendance is an essential function of this position. These are essential functions of the job.

Environmental conditions: The work environment is consistent with a typical office environment. The individual who holds this position is frequently required to work irregular or extended hours. These are essential functions of the job.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer