Job Title:	Secretary to Assistant Superintendent of Curriculum & Instruction	**Wage/Hour Status:**	Non-Exempt/226 Days
Reports To:	Assistant Superintendent – Curriculum & Instruction	**Pay Grade:**	Paraprofessional 06
Dept./Campus:	Curriculum & Instruction	**Date Revised:**	11/12/2026

Primary Purpose:

Organize and manage the routine work activities of the Curriculum & Instruction Department office and provide a variety of clerical services to the Associate Superintendent and other staff members. Manage and maintain sensitive and confidential information.

Qualifications:

Education/Certification:

- High school diploma or GED

Special Knowledge/Skills:

- Proficient skills in keyboarding, word processing, and file maintenance
- Effective communication and interpersonal skills
- Basic math skills
- Ability to perform a variety of secretarial and clerical duties using Microsoft Office and associated functions/features
- Working knowledge of District policies, procedures, and regulations.

Experience:

- Three years' secretarial/clerical experience, preferably in a public education environment

Major Responsibilities and Duties:

Records, Reports, and Correspondence:

1. Prepare correspondence, forms, reports, etc., for the Assistant Superintendent and other department staff members as needed, using personal computer.
2. Compile pertinent data as needed when preparing various state and local reports.
3. Maintain physical and computerized departmental files.
4. Maintain departmental records as needed.

Accounting:

5. Perform routine bookkeeping tasks, including simple arithmetic operations, for the department.
6. Process purchase orders and payment authorizations.
7. Prepare and maintain departmental budget.

Other:

8. Answer incoming calls, take reliable messages, and route to appropriate staff.
9. Maintain a schedule of appointments and make travel arrangements for department staff.
10. Receive, sort, and distribute mail and other documents to department staff.
11. Maintain confidentiality of information.
12. Schedule meeting and prepare agendas for district level and department meetings.
13. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, scanner, printer, calculator, copier, and fax machine.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.