

Job Description

Title: Secretary to Elementary Education and Early Childhood Education

Reports to: Director of Elementary Education

General Summary: Assists in the efficient operation of the Office of Elementary and Early Childhood Education by performing a wide variety of communication, clerical and record keeping, and general office duties with minimal direction and supervision.

Essential Functions:

1. Answers phones, greets visitors, takes and distributes messages, responds to requests for information in accordance with district policy, and assists with written and electronic communications to parents, students, staff, and public using tact, courtesy, and professionalism. (15%)
2. Serves as registrar for Title I, Parent Pay and Montessori Preschool programs with support work for the registration process, drop/adds, class placements, answering parent questions and providing program notifications. (15%)
3. Prepares, duplicates, and distributes materials needed for curriculum, instruction, and program needs in cooperation with and support of the Office of Elementary and Early Childhood Education. (10%)
4. Supports the Coordinator of ELL, Poverty and Federal Programs with tracking of Title I time/effort logs, compiling information needed for applications/grants/reports, scanning, maintaining and submitting Title I files for peer review and audits. (10%)
5. Supports the Director of Early Childhood Education and MEP Preschool Facilitator by preparing handbooks and course guides, and accounting for and entering student assessment data. (10%)
6. Maintains the Title I budget and expenses related to Title I programs, processes and accounts for orders, and retains appropriate bookkeeping records according to District procedures and federal requirements. (10%)
7. Supports the Family Resources Center and Partners With Providers programs with secretarial support, purchasing and ordering, and resource preparation and distribution. (5%)
8. Coordinates arrangements for substitutes for curriculum, instruction and program activities. (5%)
9. Coordinates arrangements for conferences and institutes, organizes travel arrangements, secures substitutes as needed and accounts for required forms from participants for appropriate reimbursement according to District procedures. (5%)
10. Assists with the preparation of rooms and makes needed arrangements for meetings. (5%)
11. Maintains calendar and schedules appointments for the Director of Elementary Education. (5%)
12. Participates in meetings as request, reacts to change productively, and performs other duties as assigned. (5%)

Length of Contract: 12 month

Salary: Secretary Schedule

Qualifications:

1. Education Level: High School Diploma or equivalent
2. Certification or Licensure: Not applicable
3. Experience Desired: Previous secretarial experience required. Training in a school environment is desirable.
4. Other Requirements:
 - *Excellent oral and written communication skills including, spelling, grammar, and punctuation usage.
 - *Strong math skills to assist with accounting, budget and ordering process, and utilization of spreadsheets.
 - *Excellent computer skills including experience working with MS Office tools, e-mail, electronic calendars, and the internet, while having the desire and initiative to learn other programs. Ability to type at least 55 wpm.
 - *Ability to establish and maintain cooperative working relationships with staff and other stakeholders.

Special Requirements:

		Occasional	Frequent	Constant
		<u>1 - 32%</u>	<u>33 - 66%</u>	<u>67% +</u>
1.	Standing		x	
2.	Walking		x	
3.	Sitting			x
4.	Lifting 15-20 lb max.	x		
5.	Carrying 50 feet	x		
6.	Pushing / Pulling	x		
7.	Climbing / Balancing	x		
8.	Stooping / Kneeling / Crouching / Crawling	x		
9.	Reaching / Handling		x	
10.	Speaking / Hearing			x
11.	Seeing / depth perception / color			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____