

Job Description

Title: Secretary to the Executive Director of Technology and Receptionist to the Technology Division - 12 Month

Reports to: Executive Director of Technology

General Summary: Maintains records for Technology Division. Assists in the smooth and efficient operation of the Technology Division by performing a wide variety of clerical and record-keeping duties with minimal supervision.

Essential Functions:

1. Prepares, duplicates, distributes, and maintain hard copy and electronic files of technology (technical and instructional) documentation and program support materials. Maintains personnel training records and related documentation under the supervision of the Executive Director of Technology.
2. Prepares, duplicates, and distributes materials and reports needed by the Executive Director of Technology and technology personnel.
3. Processes applications, maintains user information, and supports parents, students, and others in the use of community based support technologies. This includes providing Infinite Campus (IC) Parent Web Portal access support.
4. Assists in maintaining hardware and software inventories and prepares budget information as directed.
5. Answers phones, greets visitors, take and distribute messages, responds to requests for information in accordance with district policy, and assists with communications to parents, students, staff and public using tact and courtesy.
6. Prepares, duplicates, and distributes memos and other correspondence, including newsletters, booklets, and presentation graphics with limited supervision.
7. Receives, sorts, and distributes mail, schedules appointments/meetings and maintains calendars for technology personnel.
8. Coordinates room reservations for use by facility personnel. Posts daily calendar and maintain labs and meeting rooms.
9. Maintains and updates 221-day staff work schedules. Maintains and records various types of leave for all Technology Division personnel.
10. Other duties as directed by the Executive Director of Technology or his/her designee.

Qualifications:

- 1. Education Level: High School Diploma or equivalent
- 2. Certification or Licensure:
- 3. Experience desired: Previous secretarial experience
- 4. Other requirements:
 - *Good English usage, spelling, grammar, and punctuation skills.
 - *Ability to type at least 55 wpm
 - *Ability to use computer, related software, 10-key calculator, and other office equipment.
 - *Ability to maintain confidentiality
 - *Ability to establish and maintain cooperative relationships with staff and others.

Special Requirements:

	Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <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. The FLSA status of this position is intended to be non-exempt.

12 month contract, hourly salary

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Millard Public Schools: May 2001
Revised December 2003
Revised 04/03/2014