

Job Title: SECRETARY, FEDERAL & STATE PROGRAMS
Reports to: Chief Instructional Officer
Dept./School: Federal & State Programs
Wage/Hour Status: Non-exempt
Date Revised: July 23, 2018

Primary Purpose

Ensure efficient operation of Federal & State Programs, and Chief Instructional Officer administrative office and provide clerical services for administrative staff for administrative staff to Title I Part A and assist with Title I Part C Migrant funded administrative and support staff.

QUALIFICATIONS

Education/Certification

High school diploma or GED
60 college hours, preferred
Valid driver's license
35 WPM

Special knowledge/Skills

Proficient typing/word processing (minimum of 35 WPM), and file maintenance skills
Effective organizational, communication, and interpersonal skills
Proficient in Microsoft Office applications including Outlook to maintain calendar
Ability to use personal computer and software to develop spreadsheets, databases
Knowledge of basic accounting principles
Ability to develop and maintain good working relationships
Ability to project a friendly and harmonious attitude
Knowledge of School District Organization and Operations, Federal and State programs and policies
Bilingual (Preferred)

Experience

Three years or more advanced secretarial experience, preferably in public education environment
Three years customer service experience preferred

MAJOR RESPONSIBILITIES AND DUTIES

Records, Reports and Correspondence

1. Initiate purchase orders for the Chief Instructional Officer, Title I Coordinator, Parent Community/Bilingual/ESL Coordinator, Private Non-Profit schools and assist with Migrant Services as needed.
2. Initiate maintenance work orders for the Annex II Building as needed for the Federal and State Programs, Title I and Migrant Staff and ensure its completion.
3. Prepare written correspondence forms, schedules, meeting agendas or reports using personal computer as needed for Federal & State Programs.
4. Compile, maintain and file all physical and computerized reports, records, correspondence and documents required when preparing various federal, state, and local reports.
5. Prepare campus communication as requested by Title I personnel
6. Maintain district calendar of events for the Federal and State Programs-Chief Instructional Officer, Title I Coordinator and Parent/Community/Bilingual/ESL Coordinator.

7. Maintain time and effort for the Chief Instructional Officer, Accountant Assistant, Parent Community/Bilingual/ESL Coordinator, Title I Coordinator, State Comp and District 211 funded employees.
8. Assist Title Coordinator in compiling the results of HB5 components for school district; including the results of comments for Parental Surveys.
9. Complete forms, and/or spreadsheets for the Chief Instructional Officer or other staff members as needed
10. Maintain absentee calendar for Title I and Migrant funded staff.
11. Process and maintain travel files for Title I staff and Private Non-Profit school employees.
12. Oversee and maintain the Federal/State District deadline matrix and To Do List.
13. Assist Parent/Community/Bilingual/ESL Coordinator with monthly Parental Accountability reports as it pertains to the Superintendent's Dashboard.
14. Assist with Summer school purchases as they pertain to Title I funds.
15. Registration verification of parents attending Title I Adult Basic Ed classes.

Reception and Phones

16. Process and distribute incoming and outgoing mail for Federal and State Programs
17. Receive and greet visitors, answer incoming calls, take reliable messages and route inquiries from parents, school personnel, outside agencies and the public to appropriate staff.
18. Exhibit excellent communications and telephones skills while performing routine office duties
19. Assist Administrators, Principals, Teachers and Secretaries as needed.

Files

20. Maintain physical and computerized files including inventory of office supplies, mailing lists, student records, visitor logs, and office communication.

Accounting and Inventory

21. Perform bookkeeping tasks to maintain and department budget records, processes purchase orders from federal funds.
22. Maintain, review and process Staff Budget Worksheets for the districts Substitutes and process Tutorial Timesheets for submission.

Other

23. Participate in assigned professional development activities.
24. Demonstrate initiative and work independently.
25. Monitor the work of campus secretaries, clerical aides, and parental aides as relates to the expenditure of federal funds.

- 26. Monitor the use of supplies and equipment.
- 27. Coordinate the repair and maintenance of office equipment.
- 28. Perform other duties assigned by supervisor and other Federal & State Programs staff members.
- 29. Maintain confidentiality of information.

Office Manager Responsibilities

- 30. Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- 31. Deal with correspondence, complaints and clients.
- 32. Act as liaison between staff, suppliers and clients.
- 33. Collaborate with other program secretaries to promote the success and cooperation of all programs.

EQUIPMENT USED

Personal computer, typewriter, printer, copier, fax machine, laminating machine, poster machine and calculator.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; work with frequent interruptions. Repetitive hand motions and or prolonged use of computer.

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

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____