

Job Title: SECRETARY, CURRICULUM
Reports to: Chief Academic Officer
Dept./School: Campus Assigned
Wage/Hour Status: Non-exempt
Date Revised: April 17, 2023

Primary Purpose

Organize and manage the routine work activities of an administrative department office and provide clerical services to the administrators in the Office of Instruction and other staff members.

QUALIFICATIONS

Education/Certification

High school diploma or GED

Special Knowledge/Skills

Proficient typing/word processing (minimum of 35 WPM), and file maintenance skills

Excellent organizational, communication and interpersonal skills

Ability to use personal computer and software to develop spreadsheets, databases, and do word processing

Experience

One to three years secretarial experience, preferably in public education environment

MAJOR RESPONSIBILITIES AND DUTIES

General Duties

1. Welcome visitors through office courtesy to maintain good public relations.
2. Promote good public relations through telephone courtesy.
3. Receive curriculum materials sent in by teachers, administrators, and other district personnel to prepare for district use.
4. Assist in preparing the elementary/secondary staff development schedule.
5. Assist in scanning and original curriculum documents that are print ready.
6. Keep up-to-date records on receipts and disbursement of funds.
7. Print curriculum resource for distribution to appropriate campuses.
8. Develop forms / flyers, certificates, name badges, name tents, calendar, labels, distribution, as necessary for Office of Curriculum and Instruction.
9. Prepare materials for curriculum and all training meetings.
10. Process timesheets and consultant fee forms for proper payment of all contractual consultant services and employee extra duty pay
11. Prepare out-of-district travel requests and local travel reimbursement forms for special populations and processes as per school districts procedure. Make sure funds are available in the appropriate accounts and initiate budget changes if necessary. Verify travel with personnel for completion of travel settlement forms upon return from trips against receipt obtained, verify monies returned, and deposit monies directly with the Accounting Department.

12. Maintain records of all materials checked out by administrators/teachers and keep check-out cards current.
13. Create various forms as needed for use within the school district by administrators, teachers, departments, and school groups.
14. Create covers, inserts, and dividers for various reports/handouts issued by Office of Curriculum and Instruction.
15. Print materials on Xerox machine as necessary for workshops, handouts, reports, memos, curriculum, etc.
16. Create documents as necessary for curriculum guides, training manuals, workshop, etc.
17. Run errands for the Office of Instruction. Pick up materials purchased locally at vendors/district warehouse and pick up and/or deliver materials to campuses within the district whenever necessary.
18. Do manual labor as needed (moving boxes, furniture, materials, etc.) (ONLY WHEN ABSOLUTELY NECESSARY).
19. Assist other Office of Instruction secretaries with performance of their duties and output of materials/information as need arises.
20. Keep informed of all pertinent information concerning the functioning of all areas of the Office of Curriculum and Instruction so as to properly answer questions from various individuals pertaining to meetings, procedures, requirements, etc.
21. Assist in the promotion of positive community relations through effective communication with parents as well as teachers, administrators, and other district personnel.
22. Maintain cordial relations with community individuals/groups and district personnel who will help achieve the goals of the Office of Instruction.
23. Perform secretarial duties for the Office of Instruction:
 - a) Place and receive telephone calls and record messages.
 - b) Process incoming correspondence as directed.
 - c) Prepare forms as needed.
 - d) Type letters, reports, and memos.
 - e) Operate various types of machines to produce materials as needed.
 - f) Collate materials for distribution to various campuses and/or other offices.
24. Prepare materials as necessary including computer drawings/graphics for workshops as directed by the Chief Academic Officer, the Curriculum Coordinators, or classroom teachers/lead teachers who may be presenting for the Office of Instruction.
25. Laminate, cut, and/or bind materials as necessary for workshop presentations.
26. When necessary, work after regular hours during the week and / or weekends to prepare materials.
27. Maintain a filing system within the computer that is easily accessible by other employees of the Office of Instruction.
28. Maintain an easily accessible filing system for all documents under curriculum secretary's responsibility.

Work Traits

28. Maintains confidentiality as required and appropriate.
29. Demonstrate an openness to discuss suggestions.
30. Demonstrate initiative, independence and decision making appropriate to the performance tasks of this position.
31. Make efficient use of time and resources available.
32. Provide well-organized, accurate work.
33. Demonstrate ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.

Purchase Orders

34. Prepare purchase orders and contractual service agreements to in town and out of town vendors.
35. Process P.O. for each order, verifying the contents of all shipments.
36. Verify all invoices paid by accounting.

Budgets

37. Assist the Chief Academic Officer in preparing budget request for all Departments and has knowledge of budget codes.

Reports

38. Prepare reports and processes requests for payment to necessary personnel providing service.
39. Compile information and prepare various reports to complete purchase orders.

Other

40. Perform other duties assigned by Chief Academic Officer, Coordinators, and State Wide Testing Coordinator.
41. Maintain confidentiality of information.
42. Assist curriculum coordinators with teacher needs to include materials for various instructional models, classroom management, lesson plan development, etc. for 50% of the day.

Supervisory Responsibilities

None

EQUIPMENT USED

Personal computer, printer, Xerox machine, calculator and fax machine, laminator, binding machine, poster 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 and occasional prolonged and irregular hours.

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:** _____