

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Secretary to Fine Arts

Wage/hour status: Nonexempt

Reports to: Band, Choir, Theater

Clerical/Technical Pay Grade: 4 (210 Days)

Dept./School: Fine Arts/High School

Date Revised: 05/18/2021

Primary Purpose:

Ensure efficient operation of school fine arts office and provide clerical services for fine arts staff.

Qualifications:

Education/Certification:

High school diploma

Special Knowledge/Skills:

Proficient keyboarding and file maintenance skills

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

Ability to maintain accurate and auditable records

Knowledge of basic accounting principles

Ability to follow verbal and written instructions

Ability to perform a variety of tasks often-changing assignment on short notice

Effective organizational, communication, and interpersonal skills

Experience:

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

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare department communications, correspondence, forms, manuals, reports, purchase orders, and payment authorizations following district standards and requirements.
2. Prepare instructional materials, meeting agendas, music/scores, programs, and department communication as requested.
3. Reserve meeting rooms, performance venues, supply and coordinate materials for meetings, including media and printed materials; arrange food/drinks when appropriate.
4. Process service requests.
5. Arrange travel for professional meetings.
6. Arrange lodging accommodations.
7. Prepare travel expense reports.
8. Works closely with transportation department for bus schedules for related student travel.
9. Monitor and process time records including leave requests and reports. Compile information and submit to central office according to established procedures and deadlines.

10. Maintain fine arts calendar of events.
11. Assist in the coordination of students for Fine Arts events.
12. Compile, maintain, and file all reports, records, and other documents as required. Maintain student records according to established procedures.

Reception and Phones

13. Welcome and facilitate visitors; provide information or assistance as needed
14. Effectively communicate with staff and general public.
15. Assist students, teachers, and parents as needed.
16. Receive incoming calls, take reliable messages, and route to appropriate staff.

Files

17. Maintain physical and computerized files including mailing lists, student records, visitor logs, and office communication.
18. Update handbooks, policy manuals, and other documents as assigned.

Accounting and Inventory

19. Perform routine bookkeeping tasks including simple arithmetic operations to maintain budget records.
20. Prepare and process purchase orders.
21. Receive, store, and issue supplies and equipment.
22. Prepare and make cash deposits for activity account(s). May be responsible for maintenance of activity checkbook(s) and ledger(s).
23. Assist with planning, preparation and setup of Fine Arts faculty meetings and activities.
24. Assist with budget preparation and maintain accurate records of expenditures.
25. Work with Fine Arts Booster Clubs and provide support when necessary.
26. Maintain inventory of fixed assets, equipment, and supplies for Fine Arts programs.

Other

27. Keep choir, band, and theater directors abreast of task completion; demonstrate willingness to assist in other areas as needed.
28. Sort, distribute, or deliver mail and other documents.
29. Maintain confidentiality.
30. Follow district safety protocols and emergency procedures.
31. Perform other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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.