

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

Job Title: Administrative Curriculum Secretary

Wage/hour status: Nonexempt

Reports to: Administrator Designated

Clerical/Technical Pay Grade: 6 (226 Days)

Dept./School: Central Administration Office

Date Revised: 08/28/2020

Primary Purpose:

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

Qualifications:

Education/Certification:

High School diploma or GED

Special Knowledge/Skills:

Proficient skills in keyboarding, word processing, and file maintenance skills

Effective communication and interpersonal skills

Basic math skills

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

Experience:

Three years secretarial experience, preferably in a public education environment

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare correspondence, forms, reports, etc., for the department head and other department staff members using personal computer.
2. Compile pertinent data as needed when preparing various state and local reports.
3. Maintain physical and computerized departmental files.
4. Maintain appropriate records of staff development and training hours for district personnel.
5. Maintain student records as needed.

Accounting

6. Perform routine bookkeeping tasks, including simple arithmetic operations, for the department.
7. Assist with the preparation of purchase orders and payment authorizations.
8. Monitor and process personnel time records including leave requests and reports; compile information and submit to central office.

Other

9. Assist in coordinating management of the district's textbooks.
10. Assist director in directing instructional and curriculum services to campus staff.
11. Order, receive, store, and issue supplies and equipment.
12. Assist with the coordination of meetings and trainings for department.
13. Assist with the preparation of agendas and materials for meetings and trainings for department.
14. Answer incoming calls, take reliable messages, and route to appropriate staff.
15. Schedule and maintain a schedule of appointments and make travel arrangements for department staff.
16. Greet visitors and respond to routine inquiries from staff and public; refer appropriate inquiries or problems to director.
17. Receive, sort, and distribute mail and other documents to department staff.
18. Maintain confidentiality of information.
19. Follow district safety protocols and emergency procedures.
20. Has regular in person attendance and complies with notification procedures for absences.
21. Perform other duties as assigned.

Supervisory Responsibilities:

None.

Equipment Used:

Personal computer, typewriter, printer, calculator, copier, and fax 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

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.