

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

**Job Title:** Secretary to CTE Coordinator

**Wage/hour status:** Nonexempt

**Reports to:** CTE Coordinator

**Clerical/Technical Pay Grade:** 4 (210 Days)

**Dept./School:** Central Office

**Date Revised:** 04/26/2022

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**Primary Purpose:**

Ensure efficient operation of all clerical duties related to Career and Technical Education (CTE) Department

**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, Correspondence, and Events**

1. Support P-TECH program or other grants by aiding CTE administrator in keeping appropriate documentation, summer bridge program organization, preparing for parent meetings, assisting with schedule for clinical rotations, student paperwork collection.
2. Assist in accurate PEIMS coding for CCMR and CTE indicators for accountability
3. Maintain appropriate local documentation for PEIMS indicators including but not limited to documentation of Industry Based Certifications and reimbursements.
4. Assist in organizing CTE events and initiatives as needed.
5. Assist in keeping a record of all CTE Student Organizations (CTSO) expenditures.
6. Assist in organization of CTE advisory council meetings and business partner contacts.
7. Assist with efforts for CTE month, Academic and CTE Showcase, field trips, vehicle requests, and per diems for staff and students.
8. Assist in district-wide inventory related responsibilities for CTE equipment and materials.
9. Take meeting minutes during CTE monthly meetings, keep record of agendas, sign-in sheets, and handouts for compliance.
10. Assist with proper documentation for federal and grant purchases in accordance with EDGAR and state policies.
11. Attend appropriate training with CTE administrator regarding compliance with all applicable laws regarding CTE/CCMR/EDGAR

12. Reserve meeting rooms, performance venues, supply and coordinate materials for meetings, including media and printed materials; arrange food/drinks when appropriate.
13. Process service requests.
14. Compile, maintain, and file all reports, records, and other documents as required. Maintain student records according to established procedures.

#### **Files**

15. Create and maintain a directory of CTE staff.
16. Develop and maintain a list of CTE Vendors and assist with needed paperwork each fiscal year.
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.

#### **Reception and Phones**

19. Welcome and facilitate visitors to the CTE Center; check in guests, and provide information or assistance as needed
20. Effectively communicate with staff and general public.
21. Assist students, teachers, and parents as needed.
22. Receive incoming calls, take reliable messages, and route to appropriate staff.

#### **Purchasing, Accounting, and Inventory**

23. Support CTE/CCMR department in procurement process
24. Assist in purchasing and payment for student certification testing vouchers with multiple, approved testing vendors in accordance with the certification vendor list from TEA
25. Track all CTE equipment requests, assist in acquiring needed quotes, checking Co-op member lists, and entering the correct information into Skyward
26. Track all CTE expenditures, collaborate and monitor travel reports for accuracy and processes travel documentation with the business office.
27. Prepare purchase order requisitions and gather price quotes for CTE staff.
28. Keep record of purchase orders to ensure proper payment.
29. Receive deliveries, maintain packing slips, distribute orders to appropriate staff, and upload documentation into Skyward
30. Operate and oversee building security system including serving as point of contact for all incoming building guests and visitors
31. Perform routine bookkeeping tasks including simple arithmetic operations to maintain budget records.
32. Receive, store, and issue supplies and equipment.

#### **Travel**

33. Arrange travel for professional meetings.
34. Arrange lodging accommodations.
35. Prepare travel expense reports.
36. Works closely with transportation department for bus schedules for related student travel.
37. Prepare travel requests/reimbursements for CTE staff and CTE teachers.
38. Prepare travel requests and make arrangements for Career and Technical Student Organization competitions. (HOSA, Skills USA, Robotics, FFA, FCCLA)

#### **Other**

39. Sort, distribute, or deliver mail and other documents.
40. Maintain confidentiality.
41. Follow district safety protocols and emergency procedures.
42. Perform other duties as assigned.
43. Has regular in person attendance and complies with notification procedures for absences.

**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

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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.