

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

Job Title: Clerk to Curriculum & Instruction

Wage/Hour Status: Nonexempt

Reports to: Assistant Superintendent for Curriculum & Instruction

Pay Grade: Clerical/Tech 5 (226 Days)

Dept./School: Central Administration Offices

Date Revised: 08/28/2020

Primary Purpose:

Assist with the routine work activities of an executive administrative department and provide clerical services to the department executive and other staff members. Handle confidential information and frequent contact with all levels of district employees, outside agencies, and the general public.

Qualifications:

Education:

High school diploma or GED
Associates degree preferred

Special Knowledge/Skills:

Proficient skills in keyboarding, word processing, and file maintenance
Effective communication and interpersonal skills
Basic math skills
Ability to use personal computer and software to develop spreadsheets and databases and do word processing
Excellent organizational, communication, and interpersonal skills

Experience:

Three years secretarial experience, preferably in a public education environment

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Provide clerical support to Offices of Curriculum & Instruction.
2. Provides clerical support to Office of Student Services.
3. Ability to follow verbal and written directions.
4. Effective in multitasking, greeting visitors, answering phones and returning messages.
5. Assist with materials preparation for meetings and recording meeting minutes.
6. Assist with materials preparation for school resource material adoptions and materials showcases.
7. Assist with maintaining a master calendar of meetings and meeting room availability.
8. Assist with printing and distribution of letters to parents and families.
9. Filing responsibilities, including but not limited to: purchase orders, warehouse orders, records requests, and internal records retention and review schedules, including student records.

Reception and Phones

10. Greet visitors and respond to routine inquiries from staff and public; refer appropriate inquiries or problems to appropriate department personnel.
11. Coordinate requests from vendors regarding delivery, staging, and pickup of materials and other district personnel.
12. Serve as receptionist for GPISD Administration when needed by answering incoming calls, taking reliable messages, and routing calls to appropriate staff.

Accounting

13. Assist with the preparation of purchase orders and payment authorizations for the Office of Curriculum & Instruction and Office of Student Services.

Other

14. Assist with the organization and management of routine work activities.
15. Create work orders or building staff, as needed.
16. Relay custodial and maintenance requests for building, moving boxes, shredding, etc.
17. Compile, maintain, and provide Professional Development records for district staff.
18. Make copies and organize curriculum as needed.
19. Assist presenters with materials and equipment.
20. Assist with preparation of materials for mailing, including preparing labels.
21. Order and maintain office supplies and other office equipment.
22. Maintain a positive and cooperative working relationship with colleagues and others in the conduct of district business and demonstrates teamwork in daily activities.
23. Support and facilitate meetings as needed.
24. Provide complete and accurate information in the conduct of district business.
25. Complete various clerical responsibilities including filing, photocopying, processing, sorting and distributing mail, and data entry.
26. Maintain confidentiality of information.
27. Follow district safety protocols and procedures.
28. Has regular in person attendance and complies with notification procedures for absences.
29. Perform other duties as assigned.

Supervisory Responsibilities:

None.

Equipment Used:

Personal computer, printer, copier, fax machine, shredder, telephone, and calculator.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions and stressful situations; repetitive hand motions; prolonged use of computer. Reading, ability to perform basic arithmetic, ability to communicate effectively (verbal and written). Work prolonged and irregular hours. 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.