



Assessment and Accountability Secretary Job Description

Job Title: Curriculum and Instruction Secretary
Reports to: Assistant Superintendent of Curriculum and Instruction
Dept./School: Curriculum and Instruction/Central Administration

Primary Purpose:

Organize and manage the routine work activities of the curriculum and instruction office.

Qualifications:

Education/Certification:

High school diploma or GED

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

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 assistant superintendent 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 student records as needed.
5. Assist with local and state assessment administrations.

Accounting

6. Perform routine bookkeeping tasks for the department.
7. Assist with the preparation of purchase orders and payment authorizations.

Staff Development

8. Assist in coordination and session planning of district staff development.



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9. Assist with staff development travel, including registration, purchase orders, and coordination of district transportation.

Other

10. Answer incoming calls, take reliable messages, and route to appropriate staff.
11. Maintain a schedule of appointments and make travel arrangements for department staff.
12. Receive, sort, and distribute mail and other documents to department staff.
13. Maintain confidentiality of information.
14. Other duties as assigned.

Supervisory Responsibilities:

None.

Equipment Used:

Personal computer, printer, calculator, copier, scanner, 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.

Approved by _____

Date _____

Reviewed by _____

Date _____