

PENINSULA SCHOOL DISTRICT
Job Description

ADMINISTRATIVE SECRETARY – CURRICULUM & STAFF DEVELOPMENT

LOCATION: E.S.C.

JOB SUMMARY:

This position serves as the administrative secretary to the Director of Curriculum and Staff Development and also provides assistance to district TOSAs. Responsibilities include managing and coordinating work flow for the department; managing budgets and grants; typing correspondence and reports, processing purchase orders, maintaining files and records; duplicating and distributing curriculum materials, assistance in professional development opportunities in the district, and serves as liaison between the Director, department and other district staff.

DUTIES AND RESPONSIBILITIES:

1. Manages departmental budget data; prepares budget summary reports. Verifies budget totals with central business office records; provides information to staff concerning budget balances. Records expenditures in budgeting records.
2. Assists in organizing workshops, classes and inservices; provides secretarial support to curriculum committees; contacts groups regarding meetings. Formats, types and edits committee meeting minutes, correspondence and announcements. Maintains correspondence of committee meetings. Schedules conference room use; sets up tables and chairs and orders food as requested.
3. Responsible for the purchasing process and delivery of district-purchased textbooks and materials to the buildings and departments. Prepares purchase orders within budget parameters, gives directions to office staff about how to disburse.
4. Formats, types and edits correspondence (often confidential), forms, grant documents, budget, required paperwork for Human Resources, and other reports from drafts; proofreads, duplicates and distributes as necessary. Composes routine correspondence.
5. Prepares purchase orders; determines necessary office supplies; communicates with staff members concerning supplies needed; compiles annual departmental supply order.
6. Acts as liaison between the Director, other staff and the community in a confidential and supportive manner. Receives and screens incoming correspondence and phone calls; alerts Director of matters that require immediate attention and assists in actions to meet deadlines.
7. Duplicates and distributes a variety of materials such as booklets, correspondence, and other curriculum information. Coordinates production of projects requiring special printing. Orders and distributes forms.
8. Designs and produces brochures, posters, curriculum documents and other productions for distribution. Maintains department website.
9. Prepares required personnel forms and timesheets; receives staff attendance records; processes travel request claims; makes arrangements for substitutes as needed.

10. Processes clock hour and/or college proposals for credit. Submits information to appropriate departments for processing.
11. Opens, sorts and routes incoming mail for assigned staff. Creates and maintains program files; ensures confidentiality as required.
12. Performs a variety of related duties and special projects duties as assigned.

REPORTING RELATIONSHIP:

Reports to Director of Curriculum and Staff Development.

WORKING CONDITIONS:

Office environment; experiences frequent interruptions; requires visual concentration on detail, dexterity and precision.

AFFILIATION: PSE – Clerical

FLSA: Covered

MINIMUM QUALIFICATIONS:

Education and Experience

High school graduation or equivalent and five years of increasingly responsible secretarial experience, including records maintenance and bookkeeping.

Allowable Substitution

Advanced technical training in secretarial, bookkeeping or accounting procedures may substitute on a month-for-month basis for up to five years of the required experience.

Knowledge, Skills and Abilities:

Knowledge of secretarial and bookkeeping procedures; ability to maintain accurate records.

Keyboarding skill at 60 wpm.

Skill in operating a variety of office machines.

Effective oral and written communication skills.

Ability to operate a microcomputer.

Ability to operate word processing programs, database programs, and website programs.

Ability to set up and maintain an accurate filing system.

Ability to attend to detail and follow tasks through to completion.

Ability to organize and set priorities.

Ability to work effectively under pressure and remain flexible to changes in situations or assignments.

Ability to work independently with minimal supervision.

Ability to maintain confidentiality.

Ability to establish and maintain effective working relationships with staff.

Licenses/Special Requirements

None.