EMPLOYEE NAME: ____________________________________________
Revised: 5/95; 3/96; 12/97; 3/01; 3/02; 4/07; 4/08; 10/12; 10/15; 6/18

JOB DESCRIPTION

POSITION TITLE: Secretary IV, Assessment & Personalized Learning
JOB CODE: 487D

DIVISION: Academic, Teaching & Learning
.job code: 487D

DEPARTMENT: Assessment & Personalized Learning
SAVAIL SCHEDULE: Office Clerical/Technician Annual

DEPARTMENT: Assessment & Personalized Learning
WORK DAYS: 238

REPORTS TO: Supervisors, Assessment & Personalized Learning
PAY GRADE: Rank IV (NC04)

FLSA: Non-Exempt
PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Provides high quality secretarial support service while carrying out clerical duties; communicates effectively with diverse populations in the schools and the community.

REQUIREMENTS:
1. Educational Level: High School Diploma or GED required
2. Certification/License Required: None
3. Experience: 2 years routine clerical experience
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; word processing and computer productivity tools

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:
1. Demonstrates prompt and regular attendance.
2. Opens, reads and routes all mail; handles correspondence.
3. Handles telephone communications among central office, school personnel and the community.
4. Maintains calendars and schedules meetings and appointments for program staff.
5. Processes all memos, reports, curriculum guides, forms, instructional materials and other documents in final form.
6. Maintains files of all correspondence and reports.
7. Prepares purchase orders and monitors expenditures for materials and office supplies.
8. Duplicates, collates and disseminates materials for training or use in schools.
9. Completes paperwork, as directed by supervisor, for ordering assessment materials.
10. Maintains data and records for the programs for which the supervisors are responsible.
11. Sets priorities and performs duties accordingly; works independently.
12. Exhibits a comprehensive knowledge of specific programs.
13. Promotes positive relationships with local school personnel, central office staff members, parents and the general public.
14. Performs other duties as assigned by appropriate administrator.

Signature of Employee ______________________________________ Date ______________________

Signature of Supervisor ____________________________________ Date ______________________