# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Secretary IV/Fine Arts K-12</th>
<th>JOB CODE:</th>
<th>487D</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION:</td>
<td>Academic – Teaching &amp; Learning</td>
<td>SALARY SCHEDULE:</td>
<td>Office Clerical/Technician Annual</td>
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<tr>
<td>DEPARTMENT:</td>
<td>Instruction &amp; Innovative Practice</td>
<td>WORK DAYS:</td>
<td>238</td>
</tr>
<tr>
<td>REPORTS TO:</td>
<td>Supervisor(s) Fine Arts K-12</td>
<td>PAY GRADE:</td>
<td>Rank IV (NC04)</td>
</tr>
<tr>
<td>FLSA:</td>
<td>Non- Exempt</td>
<td>PAY FREQUENCY:</td>
<td>Monthly</td>
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**PRIMARY FUNCTION:** To provide high quality secretarial support services while carrying out routine clerical duties; to communicate effectively with diverse populations in schools and the community; to maintain a high level of positive public relations with central office staff, school personnel and the community.

**REQUIREMENTS:**

1. **Educational Level:** High School Diploma or GED
2. **Certification/License Required:** None
3. **Experience:** None
4. **Physical Activities:** Routine physical activities that are required to fulfill job responsibilities
5. **Knowledge, Skills, & Abilities:** Knowledge of Word, Excel, Access, proficiency in written & oral communication

*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; manages routine correspondence.
3. Conducts telephone communications and email correspondence with central office, school personnel, and the community.
4. Prepares and disseminates correspondence and materials (brochures, music programs, instructional and curricular materials, forms, reports & other documents) to schools and community.
5. Maintains financial records for Fine Arts Instructional Programs.
6. Follows CCSD Purchasing guidelines, places orders of instructional materials, classroom equipment, office materials and supplies, and monitors all expenditures; assists in acquiring purchasing quotes for materials and equipment.
7. Processes financial contracts for goods and services for fine arts programs.
9. Receives direction from supervisors in order to maintain budgets and purchase equipment and materials for new and renovated fine arts classrooms, including coordination of delivery to appropriate schools and Departments.
10. Maintains on-line CCSD Performing and Visual Arts Calendars, and fine arts teacher database.
11. Sets priorities and performs duties accordingly; able to work independently.
12. Performs other duties as assigned by appropriate administrator.

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Signature of Employee ___________________________ Date _____________

Signature of Supervisor ___________________________ Date _____________