EMPLOYEE NAME: ____________________________

Revised: 5/07; 7/08; 8/12; 10/12; 6/18

JOB DESCRIPTION

POSITION TITLE: Secretary IV, Language Arts  
JOB CODE: 487D

DIVISION: Academics – Teaching & Learning  
SALARY SCHEDULE: Office Clerical/Technician Annual

DEPARTMENT: Instruction & Innovative Practice  
WORK DAYS: 238

REPORTS TO: Supervisor, Language Arts  
PAY GRADE: Rank IV (NC04)

FLSA: Non-Exempt  
PAY FREQUENCY: Monthly

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

REQUIREMENTS:

1. Educational Level: High School Diploma required
2. Certification/License Required: None
3. Experience: 2 years of 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; typing

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. Assists with and maintains records for the program(s) for the corresponding responsible supervisors/staff.
3. Processes all memos, reports, forms, instructional materials, and other documents in final form along with duplicating/posting and disseminating in-service materials to facilitators, building contacts, teachers, administrators, and chairs, for all levels.
4. Opens, reads, and routes all mail: handles mail and email correspondence along with maintaining files and reports.
5. Handles telephone communication; answers, screens, provides information to caller, routes calls; takes messages, and/receives faxes.
6. Prepares purchases for instructional materials as well as office supplies and materials, and monitors expenditures for multiple Language Arts budgets.
7. Arranges travel reservations and/or other accommodations for meeting places, conference, and workshops for supervisors and staff.
8. Participates in ongoing training to enhance skills and services.
9. Utilizes appropriate technology to increase efficiency in support of the department.
10. Performs other duties as assigned by appropriate administrator.

Signature of Employee ____________________________ Date __________________

Signature of Supervisor ____________________________ Date __________________