**JOB DESCRIPTION**

**POSITION TITLE:** Secretary IV, Library Media Education and K-12 Learning Resources  
**JOB CODE:** 487D

**DIVISION:** Academic, Teaching and Learning  
**SALARY SCHEDULE:** Office Clerical/Technician Annual

**DEPARTMENT:** Digital & Multimedia Learning  
**WORK DAYS:** 238

**REPORTS TO:** Supervisors of Library Media Education and K-12 Learning Resources  
**PAY GRADE:** Rank IV (NC04)

**FLSA:** Non-Exempt  
**PAY FREQUENCY:** Monthly

**PRIMARY FUNCTION:** Provides high quality secretarial support services while carrying out routine clerical duties; communicates effectively with diverse populations in the schools, central office personnel, community members, and vendors; performs duties essential to support both Library Media Education and K-12 Learning Resources programs.

**REQUIREMENTS:**

1. **Educational Level:** High School Diploma or GED required
2. **Certification/License Required:** None
3. **Experience:** 2 years clerical experience
4. **Physical Activities:** Routine physical activities that are required to fulfill job responsibilities
5. **Knowledge, Skills, & Abilities:** Written and oral communication; organization; math skills; Microsoft Office Suite (or command of comparable spread sheets, data bases and word processing programs)

*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. Handles correspondence (e-mail, memos, telephone, etc.) communications among central office, schools, and community and vendors.
3. Prepares purchase orders; monitors expenditures; enters receivers; maintains and applies charge codes appropriately; facilitates orders and answers questions; complies with CCSD accounting procedures.
4. Uses, monitors, and assists in training sessions and maintenance of centralized automated management systems.
5. Compiles adoption process, content, and purchasing information for the Board Agenda notebook/cd and other Board documentation.
6. Maintains online calendars and schedules meetings for the Supervisors, arranges for appropriate meeting space, contacts speakers when appropriate and arranges for needed equipment and/or supplies.
7. Assists supervisors in collecting, managing and processing statistical and assessment data, reports, evaluation tools and other documents as needed.
8. Assists supervisors in coordinating the central level appeals process as prescribed by Administrative Rule IJK.
9. Maintains an efficient filing system including data, records, orders, travel, instructional materials, and confidential files.
10. Sets priorities and performs duties accordingly; works independently.
11. Stays current with software programs utilized by CCSD and participates in professional learning as needed.
12. Performs other duties as assigned by appropriate administrator.

Signature of Employee ___________________________ Date ____________

Signature of Supervisor ___________________________ Date ____________