**EMPLOYEE NAME:**


**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>POSITION TITLE: Secretary IV, Mathematics</th>
<th>JOB CODE: 487D</th>
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<tbody>
<tr>
<td>DIVISION: Academic – Teaching &amp; Learning</td>
<td>SALARY SCHEDULE: Office Clerical/Technician Annual</td>
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<tr>
<td>DEPARTMENT: Instruction &amp; Innovative Practice</td>
<td>WORK DAYS: 238</td>
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<td>REPORTS TO: Supervisor, Mathematics</td>
<td>PAY GRADE: Rank IV (NC04)</td>
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<td>FLSA: Non-Exempt</td>
<td>PAY FREQUENCY: Monthly</td>
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<td>PRIMARY FUNCTION: Provides high quality secretarial support services while carrying out clerical duties; communicate effectively with diverse populations in the schools and the community.</td>
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**REQUIREMENTS:**

1. Educational Level: High School Diploma
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

_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 telephone communications among central office, school personnel, and the community; routes mail & correspondence.
3. Maintains files, records, and data and processes all memos, reports, forms, instructional materials, and other documents in final form along with duplicating and disseminating in-service materials to district math coaches, coordinators/chairs, presenters and supervisors.
4. Communicates with vendors and CCSD warehouse staff regarding Math Adoption materials to facilitate all level math coaches, coordinators, chairs, and their schools. Prepares and tracks purchase orders for textbooks.
5. Prepares and tracks purchase orders office supplies and materials; monitors expenditures; prepares work orders for Supervisors and District Math Coaches along with print orders for all levels with follow up.
6. Arranges travel reservations and/or other accommodations for meeting places, conferences, and workshops for Supervisors and District Math Coaches.
7. Serves as line of communication between Math Supervisors and District Math Coaches, Middle School Coordinators, and High School Chairs via phone, email, and fax to keep all updated on current information and to provide assistance.
9. Sets priorities and performs duties accordingly; works independently.
10. Exhibits a comprehensive knowledge of the mathematics program.
11. Demonstrates competency in utilizing various computer programs including but not limited to Microsoft Office and Cobb’s teacher web portal.
12. Performs other duties as assigned by appropriate administrator.

Signature of Employee ___________________________ Date ____________

Signature of Supervisor ___________________________ Date ____________