EMPLOYEE NAME: __________________________________________________________

Revised: 6/86; 2/88; 1/89; 6/92; 3/93; 2/94; 11/94; 3/95; 2/96; 2/98; 7/99; 3/02; 7/06; 1/07; 4/08; 8/08; 10/12; 6/18

JOB DESCRIPTION

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

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 science contacts, coordinators/chairs, presenters and supervisors.
4. Communicates with vendors and CCSD warehouse staff regarding Science Adoption and science consumable and non-consumable materials for schools at all levels. Prepares and tracks purchase orders for textbooks.
5. Communicates with CCSD warehouse staff and school personnel regarding the check-out, delivery, and pick up of Family Science Night Kits and Starlabs. Organizes and tracks repair of this equipment.
6. Arranges travel reservations and/or other accommodations for meeting places, conferences, and workshops for the science and assessment departments.
7. Serves as line of communication between Science Supervisors, Elementary Science Contacts, Middle School Coordinators, and High School Chairs via phone, email, and fax to keep all updated on current information and to provide assistance with science programs, competitions, events, or information.
8. Prepares and tracks purchase orders office supplies and materials; monitors expenditures; prepares work orders for Supervisors with follow up.
9. Sets priorities and performs duties accordingly; works independently.
10. Exhibits a comprehensive knowledge of the science program, district competitions, and materials.
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 ________________