EMPLOYEE NAME: ________________

Revised: 6/86; 2/88; 1/89; 6/92; 3/93; 2/94; 11/94; 3/95; 2/96; 3/98; 7/99; 4/01; 4/05; 1/07; 9/07; 7/08; 8/12; 10/12; 10/14; 8/15, 10/15, 10/17; 6/18

**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>POSITION TITLE: Secretary IV, World Languages</th>
<th>JOB CODE: 487D</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION: Academics – 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>
</tr>
<tr>
<td>REPORTS TO: Supervisor, World Languages</td>
<td>PAY GRADE: Rank IV (NC04)</td>
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<tr>
<td>FLSA: Non-Exempt</td>
<td>PAY FREQUENCY: Monthly</td>
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<tr>
<td>PRIMARY FUNCTION: Provides clerical support and assistance for the World Languages Department.</td>
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</tbody>
</table>

**REQUIREMENTS:**

1. Educational Level: High School Diploma or GED 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: Excellent written and oral communication skills; strong organizational skills, flexibility, proficient in MS Office (Word, Excel, Power Point, Access, Office 365)

*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. Coordinates telephone communication between department, Central Office, schools and community.
3. Handles and routes all departmental mail.
4. Maintains files of correspondence, data, reports and other documents as required.
5. Provides support to other Accountability, Research & Grants Departments.
6. Prepares departmental purchase orders and assists in the monitoring of expenditures.
7. Duplicates, collates and disseminates written materials as requested.
8. Exhibits comprehensive knowledge of program areas and remains up-to-date on District World Languages and Dual Language requirements.
9. Sets priorities and performs duties accordingly in order to work independently.
10. Performs other duties as assigned by appropriate administrator.

Signature of Employee ____________________________ Date ____________

Signature of Supervisor __________________________ Date ____________