# JOB DESCRIPTION

**POSITION TITLE:** Secretary V, Community Engagement and Title I  
**JOB CODE:** 487C  
**DIVISION:** Academic/Teaching & Learning  
**SALARY SCHEDULE:** Office Clerical/Technician Annual  
**DEPARTMENT:** Community Engagement & Title I  
**WORK DAYS:** 238  
**REPORTS TO:** Director, Title I  
**PAY GRADE:** Rank V (NC05)  
**FLSA:** Non-Exempt  
**PAY FREQUENCY:** Monthly  
**PRIMARY FUNCTION:** Provides high quality secretarial support service while carrying out clerical duties; communicates effectively with diverse populations in the schools and the community.

## REQUIREMENTS:

1. **Educational Level:** High School Diploma or GED required  
2. **Certification/License Required:** None required  
3. **Experience:** 2 years routine clerical experience  
4. **Physical Activities:** Routine physical activities that are required to fulfill job responsibilities  
5. **Knowledge, Skills, & Abilities:** Written and oral communication skills; 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. Opens, reads, and routes all mail; handles correspondence for Director.  
3. Handles telephone communications among central office, school personnel and the community.  
4. Designs and prepares reports, presentations, forms, instructional materials, and other documents in final form.  
5. Maintains files of all correspondence and reports.  
6. Maintains records of all expenditures including procurement purchases, travel reimbursements, purchase orders, performance contracts and other financial documents for which the Director is responsible.  
7. Maintains general data and records related to programs for which Director is responsible.  
8. Maintains attendance records and prepares the payroll service report for personnel reporting to Director.  
9. Duplicates, collates, and disseminates written material to all schools, other appropriate personnel, and the community.  
10. Prepares documents for agendas and sets up for administrative and community meetings, and ensures the timely set up of all equipment and resources.  
11. Prepares, handles, and posts all local and overnight travel.  
12. Establishes and maintains the Director’s calendar.  
13. Performs other duties as assigned by appropriate administrator.

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Signature of Employee ____________________________ Date ____________________________

Signature of Supervisor ____________________________ Date ____________________________