JOB DESCRIPTION

POSITION TITLE: Secretary V, Digital & Multimedia Learning

JOB CODE: 487C

DIVISION: Academic, Teaching and Learning

SALARY SCHEDULE: Office Clerical/Technician Personnel

DEPARTMENT: Digital & Multimedia Learning

WORK DAYS: 238

REPORTS TO: Director, Digital & Multimedia Learning

PAY GRADE: Rank V (NC05)

FLSA: Non-Exempt

PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Provides professional secretarial support to the Director of Digital & Multimedia Learning; communicates effectively and maintains positive public relations with central office staff, school administrators, other school personnel, and the community.

REQUIREMENTS:

1. Educational Level: High School Diploma or GED required
2. Certification/License Required: None
3. Experience: 3 years of clerical experience with at least 1 year working for a Director level or above position
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; shorthand; computer software skills to include spreadsheets and word processing; public relations

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. Prepares purchase orders for DML, maintains procurement card records and monitors budget.
3. Establishes and maintains calendar, as well as, handles all local and out of town travel arrangements for Director.
4. Receives, reviews, and processes mail; composes routine correspondence and handles telephone communications for Director.
5. Handles telephone communications between central office personnel, school personnel and the general public, referring calls to appropriate staff members, when necessary.
6. Maintains and posts payroll data for the Digital & Multimedia Learning department and for the custodial staff.
7. Maintains all maintenance requests and files for the operation of the Hawthorne Professional Learning Center.
8. Maintains the calendars and schedules for the Hawthorne Professional Learning Center and Technology Lab.
9. Sets up and maintains files of correspondence/reports for the Director.
10. Purchases supplies and training materials for the Director.
11. Sets priorities, and performs duties accordingly, and demonstrates ability to work independently or in collaboration with others.
12. Performs other duties as assigned by appropriate administrator.

Signature of Employee __________________________ Date _____________
Signature of Supervisor __________________________ Date _____________