



EMPLOYEE NAME: \_\_\_\_\_

Revised: 6/86; 2/88; 1/89; 11/89; 6/92; 3/93; 2/94; 11/94;  
3/95; 2/98; 3/01; 8/10; 10/12; 8/14; 6/18; 9/20:5/23

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Secretary IV, CTAE and STEM & Innovation	<b>JOB CODE:</b> 487D
<b>DIVISION:</b> Academic – Teaching & Learning	<b>SALARY SCHEDULE:</b> Office Clerical/Technician
<b>DEPARTMENT:</b> Applied Learning and Design	<b>WORKDAYS:</b> Annual Administrative Employee
<b>REPORTS TO:</b> Supervisor, CTAE and STEM & Innovation	<b>PAY GRADE:</b> Rank IV (NC04)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides high quality secretarial support services while carrying out routine clerical duties for the CTAE and STEM and Innovation departments; communicates effectively with diverse populations in the schools and the community.	

### REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required; Associate degree or higher in Business, preferred
2.	Certification/License Required: None
3.	Experience: 2 years secretarial/clerical experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities, must be able to lift 50 lbs
5.	Knowledge, Skills, & Abilities: Written and oral communication; Microsoft Office software (Word, Excel); understanding of middle and high school CTAE/ STEM & Innovation programming preferred

***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 all written and oral communication, including telephone, fax, e-mail, internal and external mail; and face-to-face communication with staff, teachers and visitors, in a professional manner.
3.	Processes all letters, memos, reports, course descriptions, curriculum guides, forms, instructional-related materials, and other documents into final form; duplicates, collates, and disseminates written materials.
4.	Maintains files of all correspondence and reports, including those related to vendors/purchase orders and the department’s vendor catalog file.
5.	Assists with the preparation of bid requests to Purchasing; maintains files for textbooks/instructional materials and software renewals and purchases, performance contracts, office supplies, and materials; and completes paperwork for distribution.
6.	Maintains the online database and corresponding records for the program(s) for which the supervisor is responsible.
7.	Assists with questions related to budget, curriculum, textbooks, individual teacher training, professional learning, purchase orders, new programs, and upgrades to existing programs.
8.	Establishes and maintains supervisor’s calendar; schedules appointments; arranges for meeting space; completes travel information for supervisor and coordinator; coordinates itinerary, including travel, hotel, and car reservations.
9.	Assists with and takes minutes at meetings, including teacher in-service, CCSD Advisory Board, and department chair meetings.
10.	Assists with budget and federal/state grant funds; completes reports to Georgia DOE.
11.	Prepares documentation for CCSD Board Agenda items.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_