

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

Revised: 9/15; 6/18, 10/22

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Secretary V, STEM/Innovation and Professional Learning	<b>JOB CODE:</b> 487C
<b>DIVISION:</b> Academics/Teaching & Learning	<b>SALARY SCHEDULE:</b> Office Clerical/Technician Annual
<b>DEPARTMENT:</b> Instruction & Innovative Practice	<b>WORKDAYS:</b> Annual Administrative Support
<b>REPORTS TO:</b> Supervisors, STEM/Innovation, CTAE	<b>PAY GRADE:</b> Rank V (NC05)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides secretarial and clerical support for STEM/Innovation Supervisor, and CTAE Supervisor.	

**REQUIREMENTS:**

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 2 years clerical experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities, must be able to lift 40 lbs.
5.	Knowledge, Skills, & Abilities: Written and oral communication; Word; Excel; Outlook; Copier; Laminator and Poster Maker

*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.	Maintains records of all expenditures, manages multiple budgets, and performs bookkeeping responsibilities.
3.	Maintains positive and timely telephone communications among central office, school personnel, and community.
4.	Opens, reads, and routes all mail/e-mail and handles correspondence in a timely manner.
5.	Maintains calendars and schedules meetings and appointments for supervisors.
6.	Prepares materials and gathers supplies needed for trainings/meetings.
7.	Compiles all required monthly, quarterly, annual reports and submits to appropriate agencies in timely manner.
8.	Prepares purchase orders, performance contracts, contract remittance forms, orders office supplies.
9.	Makes arrangements for supervisors' travel and reimbursement (local, in-state, and out-of-state) and completes processing to Financial Services Division.
10.	Promotes positive relationships with local school personnel, central office staff, parents, and general public.
11.	Assists supervisors in quarterly and on-going projects.
12.	Performs other duties as assigned by appropriate administrator.

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

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