



EMPLOYEE NAME: _____

Revised: 7/02; 7/07; 7/08; 10/12; 8/14; 6/18, 10/20

JOB DESCRIPTION

POSITION TITLE: Secretary V, Federal Programs (Title I, Title III; ESOL)	JOB CODE: 487C
DIVISION: Academic/Teaching & Learning	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Title I, Title III; ESOL	WORKDAYS: 238
REPORTS TO: Director, Federal Programs	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:

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| 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:

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| 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; prepares correspondence as needed in final form and maintains files of all correspondence and reports. |
| 4. | Designs and prepares reports, policy revisions, monitoring reports, forms, instructional materials, and other documents in final form. |
| 5. | Prepares purchase orders for office supplies and materials; monitors all expenditures. |
| 6. | Maintains data and 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 agendas, attends and records minutes for department and community meetings, and ensures equipment, resources and materials are set up in a timely manner. |
| 11. | Handles all local and overnight travel for the director. |
| 12. | Sets priorities and performs duties accordingly; demonstrates ability to work independently. |
| 13. | Establishes and maintains the director's calendar. |
| 14. | Performs other duties as assigned by appropriate administrator. |

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____