



Secretary for Curriculum and Instruction

Job Title:	Secretary for Curriculum and Instruction	Status:	Nonexempt
Reports to:	Assistant Superintendent for C&I	Terms:	226 Days
Dept./School:	Central Administration Office	Pay Grade:	Paraprofessional 5

Primary Purpose:

Under moderate supervision facilitate the efficient operation of a central office department and provide clerical support to administrative staff.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Proficient skills in keyboarding, data entry, word processing, and file maintenance
Demonstrate behavior that is professional, ethical, and responsible
Excellent organizational, communication, and interpersonal skills
Ability to maintain confidentiality of information
Ability to use personal computer, develop spreadsheets, and perform word processing functions
Ability to prioritize workflow to address the multiple needs of the supervisor or the department
Ability to multi-task numerous complex administrative activities

Experience:

Two years secretarial experience

Major Responsibilities and Performance Criteria:

Personal Effectiveness

1. Demonstrates thoroughness, reliability, and a high degree of accuracy in performing work assignments.
2. Works cooperatively with others and maintains positive attitude in the work environment.
3. Demonstrates initiative and good judgment in problem-solving and decision-making.
4. Has good attendance and uses time productively on the job.
5. Follows district policies, rules, and regulations.
6. Ability to work with a variety of people
7. Demonstrates tact, courtesy, and helpfulness in dealing with staff, parents, and visitors to the district.
8. Demonstrates professional standards in appearance and personal conduct.

Performance Effectiveness



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- Administrative/Clerical assistance in Curriculum and Instruction
- Maintain communication with faculty and staff throughout SISD.
- Compile, maintain and file all reports, records, and other documents both electronic and paper as required.
- Compile pertinent data for preparations of state and local reports.
- Design, develop, and maintain official forms, brochures and documents including correspondence
- Assist with budget preparation
- Prepare all purchase orders, order and receive supplies, release invoices for payment and maintain inventory of department supplies..
- Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.
- Maintain a schedule of appointments and make travel arrangements for department staff.
- Make meeting arrangements for all department activities including preparing materials, scheduling and setting up facilities, and arranging equipment.
- Receive, sort, and distribute mail and other documents to department staff.
- Order and maintain inventory of office supplies and program equipment.
- Monitor and process facility user requests and invoices.
- Maintain confidentiality of information.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional district-wide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Received by _____

Date _____

Revised 10/01/2018