**POSITION DESCRIPTION**

**Title:** Curriculum and Instruction Secretary  
**Supervisor:** Director of PreK/Elementary Education  
**Department:** Division of Teaching and Learning  
**Classification:** Classified

**I. Accountability Objectives:** Performs clerical support tasks according to prescribed policies and procedures.

**II. Position Characteristics:**

- **Salary:** On Schedule
- **Length of Contract:** 12 Month

**III. Position Relationships:**

- **Supervisor:** Director of PreK/Elementary Education  
- **Coordinates with:** Division of Teaching and Learning staff  
- **Type of Coordination:** As directed by administrator or others with coordination responsibilities

**IV. Position Qualifications:**

- **A. Required Qualifications:**
  High school graduate and supplemental advanced coursework or an Associate of Arts degree from a vocational school with emphasis on administrative assistant training; recent responsible office experience that included working with a computer and a variety of software as the primary office tool for data management; high level of experience/training in Microsoft software programs, especially Excel, Word and Access.

- **B. Desired Qualifications:**
  Recent responsible office experience.

- **C. Special Requirements:**
  1. Ability to work independently with minimal supervision.  
  2. Ability to establish and maintain effective working relationships with a large and varied group of district personnel.  
  3. Ability to conduct business via the phone in a pleasant, helpful and professional manner.  
  4. Ability to acquire and maintain knowledge of the identified grant programs, their operations and policies.  
  5. Ability to work effectively with word processing, database, spreadsheet, budget and other advanced computer applications.  
  6. Ability to maintain complete/accurate department budgetary records and demonstrate a strong working knowledge of accounting practices.  
  8. Ability to type from plain copy, rough draft and tabular material.  
  9. Ability to maintain accurate and complete records and prepare clear and detailed reports.

**V. Position Responsibilities:**

- **A. Acts as secretary to the Director of PreK-Elementary Education and other assigned professional staff.**
B. Maintains complete/accurate budgetary records for Title I, Title ID, Title II, Title VII, Carl Perkins, Youth Apprenticeship, REACh and SAGE grants.
C. Assists with Federal/State grant applications, reports, and evaluations and performs electronic submission of grant budgets and revisions to DPI.
D. Maintains rosters of grant funded positions and coordinates/verifies the data with the district’s Human Resources Office.
E. Responsible for processing purchase requisitions, Pcard purchases, invoices and timecards for the above-mentioned grant programs. (Including the Parochial Schools)
F. Handles scheduling, bussing and budgetary records related to Star Lab, K-5 district-sponsored field trips, Safety Patrol and fire prevention program.
G. Maintains student database, assigns life status to students, arranges bussing and assists with the setup and dismantling of the Real Life Academy.
H. Maintains the department website by keeping it updated.
I. Assists with coordination and management of student assessment data.
J. Attends appropriate meetings, workshops, inservices, etc.
K. Handles registration and travel arrangements for Director of PreK-Elementary Education and other staff attending workshops outside of the district.
L. Types and completes electronic entry of K-5 curriculum documents for the curriculum plan in reading, language arts, mathematics, social studies, science, physical education, art and music.
M. Maintains curriculum plan documents to meet State Standards and State Statutes Compliance files.
N. Types and assembles correspondence, brochures, reports, grants, programs, manuals and certificates from prepared and unprepared copy.
O. Places orders and checks in materials when they arrive.
P. Maintains inventory of office supplies and orders when needed.
Q. Schedules department meetings and prepares meeting minutes as required.
R. Assists with the distribution of standardized testing materials.
S. Assists with answering the telephone, taking messages and giving information.
T. Handles mail and filing.
U. Assists with reserving and setting up meeting rooms.
V. Assists with the Fit Kids Program.
W. Provides and coordinates clerical assistance as needed with other Teaching and Learning department staff as workload within the department requires.
X. Performs other duties as assigned.