



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:

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:

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 _____