

EMPLOYEE NAME: _____

Created: 10/12; Revised 8/14; 4/15; 6/18

JOB DESCRIPTION

POSITION TITLE: Secretary V, Assessment & Personalized Learning	JOB CODE: 487C
DIVISION: Academic, Teaching and Learning	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Assessment & Personalized Learning	WORK DAYS: 238
REPORTS TO: Director, Assessment & Personalized Learning	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 of responsible 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 instructional and assessment materials and office supplies and materials; monitors all expenditures.
6.	Maintains data and records for the procurement card and all expenditures, and monitors budget.
7.	Maintains general data and records related to programs for which the Director is responsible.
8.	Duplicates, collates, and disseminates written material to all schools and other appropriate personnel.
9.	Sets priorities and performs duties accordingly; demonstrates ability to work independently.
10.	Prepares agendas, attends and records minutes for Assessment and Personalized Learning Administrative and Supervisor meetings.
11.	Maintains attendance records and prepares the payroll reports for personnel reporting to the Director.
12.	Handles all local and out of town travel arrangements for the Director.
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 _____