



EMPLOYEE NAME: \_\_\_\_\_

Revised: 2/90; 6/92; 7/92; 5/93; 2/94; 12/94;  
3/95; 3/96; 2/98; 4/01; 10/06; 1/09; 10/12; 6/18 :9/20; 9/24

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Secretary V, Applied Learning and Design	<b>JOB CODE:</b> 487C
<b>DIVISION:</b> Academic, Teaching and Learning	<b>SALARY SCHEDULE:</b> Office Clerical/Technician Personnel
<b>DEPARTMENT:</b> Applied Learning and Design	<b>WORKDAYS:</b> Annual Administrative
<b>REPORTS TO:</b> Director, Applied Learning and Design	<b>PAY GRADE:</b> Rank V (NC05)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides professional secretarial support to the Director of Applied Learning and Design; communicates effectively and maintains positive public relations with central office staff, school administrators, other school personnel, and the community.	
<b>REVISION DATE(S):</b> 9/24	

**REQUIREMENTS:**

1.	Educational Level: High School Diploma or HSE (High School Equivalency) required
2.	Certification/License Required: None
3.	Experience: 3 years of clerical experience with at least 1 year working in a position for a director level or above.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; shorthand; computer software skills to include spreadsheets and word processing; public relations

*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.	Prepares purchase orders for ALD, maintains procurement card records and monitor’s budget.
3.	Establishes and maintains calendar, handles all local and out of town travel arrangements for director.
4.	Receives, reviews, and processes mail; composes routine correspondence and handles telephone communications for Director of Applied Learning and Design.
5.	Handles telephone communications between central office personnel, school personnel and the general public, referring calls to appropriate staff members, when necessary.
6.	Maintains and posts payroll data for the Applied Learning and Design department.
7.	Sets up and maintains files of correspondence/reports for the Director of Applied Learning and Design. Prepares agendas, attends meetings and records minutes for meetings when requested by the director.
8.	Purchases supplies and training materials for Director of Applied Learning and Design.
9.	Sets priorities, and performs duties accordingly, and demonstrates ability to work independently or in collaboration with others.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_