



EMPLOYEE NAME: _____

Revised: 7/02; 7/07; 7/08; 10/12; 8/14; 6/18 9/23

JOB DESCRIPTION

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| POSITION TITLE: Secretary V, Federal Programs, Title I | JOB CODE: 487C |
| DIVISION: Academic/Teaching & Learning | SALARY SCHEDULE: Office Clerical/Technician Annual |
| DEPARTMENT: Community Engagement & Title I | WORKDAYS: Annual Administrative Employees |
| REPORTS TO: Director, Title I | PAY GRADE: Rank V (NC05) |
| FLSA: Non-Exempt | PAY FREQUENCY: Monthly |
| PRIMARY FUNCTION: Provides high quality secretarial and administrative support while carrying out clerical duties; communicates effectively with diverse populations in the schools and the community. | |

REQUIREMENTS:

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| 1. | Educational Level: High School Diploma or HSE (state approved high school equivalency), 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/oral communication skills; word processing, and computer productivity tools. Ability to set priorities and work independently. |

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

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| 1. | Demonstrates prompt and regular attendance. |
| 2. | Opens, reads, and routes all mail; handles correspondence for Director. |
| 3. | Handles telephone and email communications among central office, school personnel and the community. |
| 4. | Designs and prepares reports, presentations, forms, instructional materials, and other documents in final form. |
| 5. | Maintains files of all correspondence and reports. |
| 6. | Maintains 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. | Creates and disseminates written and electronic communications; prepares materials for schools, other district personnel, and community stakeholders |
| 10. | Prepares documents for agendas and sets up for administrative and community meetings. |
| 11. | Prepares, handles, and posts all local and overnight travel for the director. |
| 12. | Establishes and maintains the director's calendar and the Absence & Leave calendar. |
| 13. | Performs other duties as assigned by appropriate administrator. |

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____