



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

Revised:8/21

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Secretary V, Instruction & Innovative Practice	<b>JOB CODE:</b> 487C
<b>DIVISION:</b> Academic, Teaching and Learning	<b>SALARY SCHEDULE:</b> Office Clerical/Technician Annual
<b>DEPARTMENT:</b> Instruction & Innovative Practice	<b>WORKDAYS:</b> 238
<b>REPORTS TO:</b> Director, Instruction & Innovative Practice	<b>PAY GRADE:</b> Rank V (NC05)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> 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 materials and office supplies and materials; monitors all expenditures.
6.	Maintains data and records for the procurement card and all expenditures, and monitor's budget.
7.	Maintains general data and records related to programs for which the Director is responsible.
8.	Duplicates, collates, and disseminates written material to 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 Instruction & Innovative Practice 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 \_\_\_\_\_