

## **Central Valley School District Job Description**

**TITLE**            **Central Office Secretary – Multi-Tier System of Supports (MTSS)**

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### **GENERAL SUMMARY**

The Central Office Secretary – MTSS performs a wide variety of support service tasks to help assure the smooth, efficient operation of the MTSS Department.

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### **ESSENTIAL JOB FUNCTIONS**

Depending upon the individual assignment, the Central Office Secretary – MTSS may perform all or a combination of the following:

1. Serve as secretary to the Intervention Specialists. Compose correspondence based on limited instruction or review. Format and prepare a wide variety of forms, reports, records and other materials; duplicate and distribute materials, maintain appointment calendars, schedule trainings/locations; open and route mail.
2. Maintain a variety of detailed program records such as budgets and clock hour class attendance as per WAC 181-85-205. Prepare files and necessary documentation for all classes.
3. Prepare and process requisitions and purchase orders for the department; order supplies, materials and equipment; process, stock and distribute materials; maintain budgets; track expenditures; process invoices and payment orders for procurement card statements.
4. Verify/sign-off from sub time sheets for teacher subs according to documentation of trainings/meetings.
5. Track a variety of deadlines to ensure timely completion and filing of various reports and responses.
6. Organize and arrange all Intervention Specialist travel for conferences and trainings.
7. Maintain annual inventory of all materials, equipment and assistive technology for Section 504 students.
8. Assist in the management of the Section 504 program in IEPPlus/Sungard.
9. Assist in the management of the Intervention Library (Destiny program).
10. Assist in preparing materials for professional development trainings.

### **OTHER FUNCTIONS**

11. Provide secretarial assistance to other administrators, teachers, specialists as time permits.
  12. Model appropriate and cooperative behavior, including protecting confidential information consistent with district ethical guidelines.
  13. Perform related duties consistent with the scope and intent of the position.
  14. Attend pertinent workshops and training sessions.
  15. Other duties as assigned.
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### **REPORTING RELATIONSHIPS**

This position reports to the Assistant Superintendent of Learning and Teaching.

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### **MENTAL DEMANDS**

Requires concentration and attention to detail; may occasionally deal with distraught or difficult individuals.

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### **PHYSICAL DEMANDS**

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer. May require standing for prolonged periods to do filing as necessary.

**QUALIFICATIONS****Education and Experience**

Education, training, skills and experience necessary to carry out the assignment, including three (3) years of increasingly responsible office experience involving records maintenance, accounting and customer service.

**Allowable Substitutions**

Advanced training in secretarial procedures may substitute for the required experience on a year-for-year basis; and other alternatives such as AA degree or CEOE to the above qualifications that the district may find appropriate and acceptable.

**Required Knowledge, Skills and Abilities**

1. Ability to communicate effectively with staff, teachers and the public.
2. Successful completion of the district required Secretarial Assessment Test.
3. Effective customer service and public relations skills.
4. Knowledge of secretarial procedures.
5. Knowledge of general bookkeeping procedures.
6. Ability to maintain accounting ledgers.
7. High-level keyboarding and data entry skills.
8. Skill in operating a variety of office machines.
9. Ability to operate a computer and to demonstrate proficiency in use of Word/Windows and Outlook.
10. Ability to demonstrate a basic knowledge of Excel and desktop publishing.
11. Skill in correct grammar, spelling and English usage.
12. Ability to proofread and make corrections.
13. Ability to perform mathematical calculations.
14. Ability to compose and format correspondence.
15. Ability to set up and maintain accurate files and records.
16. Ability to organize and set priorities.
17. Required to maintain confidentiality.
18. Skill in office coordination.
19. Ability to train, assign and review the work of others when extra help is needed.
20. Ability to establish and maintain effective working relationships with staff and teachers.

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**UNIT AFFILIATION**

PSE - Secretarial/Clerical

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**CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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**CLASSIFICATION HISTORY**

Created 03/16