



Columbia County School District Job Description

Position Title: Director Secretary – Director of 6-8 Student Learning-Gifted		
Department: Student Learning	Evaluation Instrument: Performance will be evaluated annually by the Director of 6-8 Student Learning-Gifted in accordance with Policy GBI – Evaluation Personnel	
Pay Grade: General Services Salary Schedule, Grade K	Pay Type: Non-Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Director of 6-8 Student Learning-Gifted		

MINIMUM QUALIFICATIONS
Post-secondary education and experience as an executive secretary in a corporate or educational setting required. Proficient in Microsoft Office and/or Google Docs. Minimum of three years successful experience in an executive office.
GOAL
Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.
REPRESENTATIVE DUTIES & RESPONSIBILITIES
<ul style="list-style-type: none"> • Coordinates travel arrangements for director, gifted coordinator, instructional specialists, and on occasion teachers and principals. • Schedules and coordinates meetings. • Assists with budget planning, estimation, preparation, and maintenance. • Establishes annual textbook budget, monitors textbook supply and places orders as necessary, communicates with middle school textbook coordinators, and maintains working relationships with outside vendors. • Preparation and processing of purchase orders, requests for payment, curriculum/program planning forms, professional leave requests, and out-of-county travel statements. • Monitors middle school textbook inventory in Destiny. • Maintains middle school portion of Columbia County School District website. • Uploads Carnegie Online student enrollment lists. • Manages Follett software license renewals. • Establishes spelling bee budget and coordinates district spelling bees in collaboration with principals, teachers, The Augusta Chronicle, and The Columbia News-Times. • Coordinates middle school Johns Awards with Rotary Club of Columbia County West. • Manages calendars, screens and answers telephone calls. • Provides administrative support to the Middle School Director and Gifted Coordinator. • Operates professionally in a confidential manner with all matters. • Utilizes English grammar, punctuation, and mathematics effectively. • Has ability to read, listen, understand, and follow directions. • Interprets written materials and communicate effectively both in writing and orally. • Learns and adheres to the policies, procedures, and services provided by the district. • Maintains a system to handle pending items of business to ensure accurate completion and follow through on assignments. • Keeps the supervisor informed of all matters pertinent to responsibilities. • Assists in the operation of maintenance of all office machines and equipment. • Prepares materials for presentations, workshops, in-service, and conferences, as needed by department. • Performs related duties as required and assigned by the supervisor.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: June 2017