

**Central Valley School District
Job Description #816**

TITLE **Central Office Secretary – Staff Development**

GENERAL SUMMARY

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

ESSENTIAL JOB FUNCTIONS

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

1. Serve as secretary to the Staff Development Department. Compose correspondence based on limited instruction or review. Format and prepare a wide variety of correspondence, memoranda, forms, reports, records and other materials; duplicate and distribute materials, maintain appointment calendars, schedule trainings/locations; open and route mail.
2. Maintain/update district Staff Development calendar and website calendar.
3. Answer a wide variety of telephone and in person inquiries regarding clock hours for teachers and district trainings.
4. Maintain a variety of detailed program records such as budgets and clock hour class attendance as per WAC 181-85-205. Prepare files, necessary documentation and clock hour fee deposits for all classes.
5. 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.
6. Verify/sign-off from sub time sheets for teacher subs according to documentation of trainings/meetings.
7. Coordinate extended core activities for middle school (Debate Tournament & Johns Hopkins SAT testing).
8. Coordinate the printing/distribution of assessments.
9. Provide a variety of building and program services to create a positive learning and teaching environment.
10. Track a variety of deadlines to ensure timely completion and filing of various reports and responses.
11. Organize and arrange all Staff Development team members' travel for conferences and trainings.
12. Maintain annual inventory of all materials, equipment and technology.

OTHER FUNCTIONS

13. Available flexible hours to assist in facilitating pre and post staff development trainings.
14. Provide secretarial assistance to other administrators, teachers, specialists as time permits.
15. May serve on various district committees and/or departmental work teams.
16. Model appropriate and cooperative behavior, including protecting confidential information consistent with district ethical guidelines.
17. Perform related duties consistent with the scope and intent of the position.
18. Attend pertinent workshops and training sessions.
19. Other duties as assigned.

REPORTING RELATIONSHIPS

This position reports to the Staff Development Coordinators.

MENTAL DEMANDS

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

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. Experience dealing with school age children preferred.

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

CONDITIONS

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

CLASSIFICATION HISTORY