**Administrative Secretary I – Instructional Services**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Executive Director of Curriculum and Instruction

**Dept / Campus:** Instructional Services Department **Paygrade:** PP-4

**Wage/Hour Status:** Nonexempt **Revised:** June 2019

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE / FUNCTION:**

Facilitate the efficient operation of the Instructional Services department and provide clerical services for the administrative staff.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma or GED

**Special Knowledge/Skills:**

Proficient skills in typing, word processing, and file maintenance

Effective organizational, communication, and interpersonal skills

Ability to operate computer, multi-line telephone system, and maintain accurate database information

Patient and calm demeanor with students and others

**Experience:**

One to three years of secretarial/clerical experience preferably in a public education environment

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Assist with the preparation of correspondence, forms, manuals, reports, purchase orders, and payment authorizations as assigned.
2. Type written correspondence and perform clerical tasks for assigned administrator and department.
3. Accurately maintain and update files, manuals, handbooks, and logs as assigned.
4. Assist in ordering, storing, and distributing supplies and equipment and the management of fixed assets of the campus/department.
5. Assist with scheduling meetings and appointments and maintain calendar of events for the Instructional Services department
6. Receive and properly route incoming calls and mail.
7. Assist in the organization, preparation and documentation of ceremonies, workshops, award assemblies, etc. as needed.
8. Maintain an accurate knowledge base and comply with state, district, and school policies and regulations concerning primary job functions.
9. Maintain accurate administrative records and prepare required reports.
10. Provide payroll department with necessary documentation to ensure Instructional Services pay information is complete and accurate.
11. Assist in organizing, scheduling, developing, and copying materials for district staff development.
12. Assist with arrangements for Staff Development and meetings to ensure all necessary arrangements for training or office meetings are complete including supplies and materials for training rooms.
13. Process work orders, respond to inquiries and assist employees with questions/concern related to technology related issues.
14. Serve as contact person in regard to the status of technology work orders and maintenance work orders.
15. Serve as point of contact for office safety drills.

**EQUIPMENT USED:**

Personal computer, printer, calculator, scanner, multi-line telephone, copier, shredder, and fax machine.

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written); maintain emotional control under stress; maintain a clear focus on customer service

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the room and/or facility. Duties also require repetitive hand motions; prolonged use of computer; moderate standing, stooping, bending, lifting/transport of up to 50lbs and the ability to work with frequent interruptions.

The foregoing statements describe the general purpose and responsibilities to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date