

**Central Valley School District
Job Description #813**

TITLE **Central Office Secretary – Executive Director of Learning and Teaching**

GENERAL SUMMARY

The Secretary to the Executive Director of Learning and Teaching performs a wide variety of tasks to assure the smooth, accurate, and efficient operation of the office. S/he coordinates the overall secretarial functions of the office to best serve Central Valley School District staff and community. Provides secretarial support or assistance to other directors, coordinators, supervisors, committee chairs, or departments as assigned.

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the Executive Director's Secretary may perform all or a combination of the following:

1. Exhibit confidentiality, initiative, creativity, flexibility, self-motivation, and enthusiasm in performing job functions.
 2. Demonstrate excellent human relations skills, and facilitate effective communication among students, building staff, parents, community members, and district staff.
 3. Respond to the public in a cordial, courteous manner; answer telephone; relay messages; schedule appointments; coordinate operations of the office of the Executive Director of Learning and Teaching.
 4. Compose and word process accurately and neatly a variety of materials such as letters, memoranda, bulletins, requisitions, claims, reports, statistical data, evaluations, presentations, web documents, manuals, forms, etc.
 5. Organize, send notices and attend committee and departmental meetings, take meeting minutes and transcribe for dissemination and historical filing purposes.
 6. Assist in all aspects of meeting preparation and facilitation including technological support, preparation, set-up and clean-up, and acquisition of materials and supplies.
 7. Maintain electronic calendars and arrange appointments, meetings and travel as requested by the Executive Director of Learning and Teaching or other assigned supervisors.
 8. Prepare, process and maintain federal, state and administrative grants including required reports, applications and budgets.
 9. Responsible for updating a portion of the Central Valley district home page highlighting curriculum, parent/community committees, elementary/middle/high schools, technology, etc.
 10. Perform related duties as required by the Executive Director of Learning and Teaching and/or other assigned supervisor.
 11. Collaborate with department staff in a team atmosphere.
 12. Perform other related duties as assigned.
 13. Required to work overtime during periods of high demand.
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REPORTING RELATIONSHIPS

This position reports to the Executive Director of Learning and Teaching and the other assigned supervisor.

MENTAL DEMANDS

Experiences frequent interruptions; required to meet inflexible deadlines; 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 and other technology equipment (e.g., lap top, scanner, LCD projector, etc.).

QUALIFICATIONS

1. Demonstrated skill in Microsoft Word, Excel, PowerPoint, Publisher, Outlook, Adobe Acrobat and PDA, software.
2. Demonstrated skill in the operation of district standard computer hardware, copiers and scanners and peripherals.
3. Knowledge of and ability to use office machines; i.e. computer, laminator, 10-key.
4. Ability to compute mathematical and statistical data; demonstrated skill in preparing Excel spreadsheets.
5. Excellent skills in oral and written communication.
6. Demonstrated organizational skills, including filing and prioritizing of tasks.
7. Ability to respond quickly and professionally to a variety of requests and demands.
8. Demonstrated skills in proof-reading documents for accuracy, completeness, grammar, spelling, and style.
9. Demonstrated public relations skills and ability to de-escalate difficult situations.
10. Demonstrated ability to multi-task and be flexible in the workplace.
11. Demonstrated ability to work independently.
12. Demonstrated skills in the operation of the Internet for research assignments, e-mail, and other operations such as retrieving Board Policies and Procedures, WACs, RCWs and information from OSPI.
13. Experience with federal/state grants preferred.
14. Willingness to share with and assist other department staff when needed.

UNIT AFFILIATION

PSE - Secretarial/Clerical

CONDITIONS

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

CLASSIFICATION HISTORY

Revised 06/88
Revised 07/01
Revised 05/03
Revised 06/04
Revised 02/05