



# Longview Independent School District

## JOB DESCRIPTION SECRETARY FOR CURRICULUM AND INSTRUCTION

<b>JOB TITLE:</b>	Secretary for Curriculum and Instruction	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Director of Instruction	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Curriculum and Instruction	<b>PAY GRADE:</b>	Clerical/Para 6

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### PRIMARY PURPOSE:

Provide secretarial and clerical support for student assessment services as well as Curriculum and Instruction

### QUALIFICATIONS:

#### Education/Certification:

High School diploma or GED

#### Experience:

Three years of secretarial experience, preferably in a public education environment

#### Special Knowledge/Skills:

- Excellent skills in word processing, data entry, databases, spreadsheets, and file maintenance
- Excellent organization, communication, and interpersonal skills
- Payroll and budgeting process preferred
- Ability to proofread and edit required
- Ability to process complex information
- Ability to complete complex tasks
- Ability to work under pressure
- Ability to follow directions
- Ability to maintain confidentiality of all school matters
- Ability to work in multicultural environment
- Fluent in English and Spanish preferable



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### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Perform various word processing and data entry tasks in the preparation of documents, forms, reports, etc.
2. Maintain student data and assessment data in department management software
3. Compose and reply to correspondence not requiring supervisor's attention
4. Prepare for and schedule meetings as needed
5. Receive, sort, and distribute mail and other documents
6. Maintain assessment filing systems
7. Perform bookkeeping tasks, order materials, and monitor financial expenditures
8. Edit materials for publication
9. Comply with district policies, as well as state and federal laws and regulations
10. Adhere to the district's safety policies and procedures
11. Maintain confidentiality in the conduct of district business
12. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
13. Demonstrate regular and prompt attendance
14. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

None

### **EQUIPMENT USED:**

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment



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### WORKING CONDITIONS:

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### **Physical Demands/Environmental Factors:**

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

### EVALUATION:

Paraprofessional Evaluation

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: APRIL, 2020**