



David Douglas School District #40 Classified - Job Description

Job Title: Secretary III - Curriculum **FLSA Status:** Non-Exempt
Classification: Class 14 **Prepared By:** HRA/DDSD HR
Department: Curriculum **Prepared Date:** June 2020
Reports To: Director of Curriculum & Instruction

SUMMARY

Provide administrative support to the Director of Curriculum and Instruction. Perform specialized secretarial, clerical, and general office duties for the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

1. Financial Duties
 - 1.1. Provide administrative functions for the Director of Curriculum and Instruction and other assigned professional staff.
 - 1.2. Maintain complete/accurate budgetary records for Title I, Title II, Title IV, other grants as assigned, and various General Fund budgets.
 - 1.3. Assist with federal/state grant compliance and audits.
 - 1.4. Maintain rosters of grant funded positions and coordinate/verify the data with the Human Resource Department.
 - 1.5. Responsible for processing purchase requisitions, P-card purchases, invoices, extra duty pay for grant and curriculum related programs.
 - 1.6. Prepare reports and correspondence as directed by the Director of Curriculum and Instruction.
 - 1.7. Communicate with various stakeholders including but not limited to administrators, teachers, building secretaries, private schools, etc.
 - 1.8. Maintain Curriculum and Instruction Department files and records.
 - 1.9. Answers telephone calls, make appointments, receive visitors, and answer inquiries or refer to an appropriate person.
 - 1.10. Engage in frequent and on-going communication with Accounts Payable, Payroll, and the Grants Department in the Business Office.
 - 1.11. Prepare budget reports and attend monthly Curriculum Grant Budget Meetings.

2. Office Management & Operations
 - 2.1. Handle registration and travel arrangements for staff attending workshops outside the district.
 - 2.2. Assist principals, teachers, building secretaries, and community members and direct them to appropriate district personnel.
 - 2.3. Place orders and check in materials when they arrive.
 - 2.4. Maintain inventory of office supplies and order when needed.
 - 2.5. Handle department mail and filing.
 - 2.6. Support department TOSAs in preparation for professional learning events.
 - 2.7. Assist with reserving and setting up meeting rooms.
 - 2.8. Enter or confirm appropriate budget numbers in AESOP for professional learning substitutes.
3. Perform other duties, as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma/GED/equivalent; Minimum of five years' experience in office work.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Understanding of basic bookkeeping principles necessary to maintain records and filing systems including alphabetical, numerical, and chronological is strongly preferred.

If multi-lingual or bi-lingual, must be willing and ready to utilize skills when working with staff, students, community members and/or guardians.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest and percentages. Ability to apply concepts of basic algebra and geometry.

COMPUTER SKILLS

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates, licenses, or registrations.

WORK ENVIRONMENT

This level has a work environment that is well protected, with virtually no hazards or obstacles. There is very little element of personal risk or hazard. Job conditions are stable, usually well managed, and very comfortable.

PHYSICAL DEMANDS

Positions at this level require minimal (>20%) physical effort such as light lifting, carrying or movement, etc. Physical capability involves use of office or equipment where some agility and hand eye coordination are needed. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.

MENTAL DEMANDS

Positions at this level encounter new or unusual (20-40%) situations some, but have resources available to assist with identifying solutions or actions. Some pressure from deadlines or changing priorities exists, and interruptions to workflow or concentration can occur. Interactions with others can include demanding or difficult people.

PAY EQUITY SCOPE

The position has regular communication inside and outside the organization to exchange ideas and gather information with minimal assigned responsibility for creation, development or design of new product, program, methods, system, procedures, or policies. The requirement to generate new ideas, innovate from current practice or create original work is only incidental to other aspects of the position. There is the expectation to identify ideas to improve own work processes or work group processes. Positions at this level have some impact to and influence on expense or budgetary outcomes. Dollar amounts influence would be considered limited. Responsibility for the prudent use of organization assets may extend beyond own work responsibilities to the work unit or department financial management. Positions at this level have some need or ability to analyze problem or concepts or make decisions on the information with some impact to and influence on organization operations, programs. Ability to influence outcomes occurs some but is limited to personal interactions with assigned customers. some ability to influence organization image. Supervisory action would prevent or correct most issues. "Customer" service is a regular aspect of the position and actions could impact user satisfaction levels. Positions at this level are expected to handle regularly assigned work. Which includes making decisions and acting under limited supervision. New or unusual work is performed with a moderate degree of supervision, assistance, and review. Situations periodically call for the exercise of limited discretion, latitude, or negotiation within loosely established guidelines for decision-making, however, assistance or resources are readily available. Positions at this level have some must consider own work and work of others. Planning processes will include determination of issues or obstacles and preferred courses of action. Ability to forecast for the near future is required of positions at this level. Planning responsibility may also include identification of activities/solutions in concert with others.

ADDITIONAL REQUIREMENTS

Post-job offer criminal background check and drug test will be required.

The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information or any other status protected under applicable federal, state or local laws.

The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.