

JOB DESCRIPTION Nogales Unified School District #1

SECRETARY TO ASSISTANT SUPERINTENDENT CURRICULUM & INSTRUCTION/SCHOOL IMPROVEMENT

Purpose Statement:

The job of SECRETARY TO ASSISTANT SUPERINTENDENT CURRICULUM & INSTRUCTION/SCHOOL IMPROVEMENT is done for the purpose/s of providing secretarial support to assigned personnel; communicating information to staff, the public, and other districts; orienting personnel to their job requirements; ensuring compliance with financial, legal and administrative requirements; and providing information and/or direction as may be requested.

This job reports to the ASSISTANT SUPERINTENDENT OF CURRICULUM AND INSTRUCTION/SCHOOL IMPROVEMENT

Essential Functions

- Coordinates a variety of programs and activities (e.g. meetings, site in-service day activities, workshops, ceremonies, dances, luncheons, field trips, etc.) for the purpose of delivering services in conformance to established guidelines.
- Evaluates situations (e.g. involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Monitors assigned district activities and/or program components (e.g. kronos, subfinder) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Performs record keeping (confidential and non-confidential) and general and program specific clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting assigned administrator and/or site with necessary materials.
- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Researches a wide variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information for addressing a variety of administrative requirements.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports assigned administrative personnel for the purpose of providing assistance with administrative functions.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Maintains inventories of supplies and materials for the purpose of ensuring items availability.
- Performs other related duties as assigned.

Job Requirements: Minimum Qualifications

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment, preparing and maintaining accurate records, record keeping, using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: business telephone etiquette, computer operation/skills, concepts of grammar and punctuation, excel software program, office methods and procedures, standard office software

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities, maintaining confidentiality, meeting deadlines and schedules, working with detailed information/data, working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing Certificates & Licenses

None specified None Required

Continuing Educ. / Training Clearances

None specified Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

Non Exempt

Classified 7

Job description available upon request