SECRETARY TO THE DIRECTOR OF CURRICULUM AND INSTRUCTION

JOB DESCRIPTION:
This position is classified as critical in District Policy. The Secretary to the Director of Curriculum and Instruction is responsible for all correspondence, files, personnel data associated with the service. This person is responsible for the preparation of reports and special projects as required. This secretary takes calls and receives visitors directed to the Director. This position is classified as confidential.

QUALIFICATIONS:

Education: A high school diploma or its equivalent, preferably supplemented by course work or training in office management organization, supervision, and related technical skill areas.

Experience: At least four years of responsible clerical work, or some equivalent combination of education and experience.

Knowledge: Correct business letter writing and business forms; English grammar, punctuation, spelling; modern office methods and equipment; ability to use computers as word processor and desktop publishing tool. Use Word, Excel, Adobe PDF creator and student information system programs as well as internet usage. Be familiar with state and federal regulations pertaining to credential requirements.

Ability: To be responsible for the office functions in support of a District Administrator. Interpret and apply rules, policies, and regulations with good judgment in a variety of situations. Work with minimum supervision; To be pleasant, cooperative, and tactful in working with others; handle confidential material with wisdom and discretion; handle all situations with dignity and propriety; perform responsible clerical work with accuracy and speed; make arithmetical calculations quickly and accurately; compile and maintain accurate and complete records and reports, requisitions, flyers, press releases; type accurately from clear copy at a rate of 45 words per minute; understand and carry out oral and written directions; operate office and duplicating machines; carry out good public relations programs.
SECRETARY TO THE
DIRECTOR OF CURRICULUM AND INSTRUCTION

TYPICAL DUTIES:
1. Screen calls and receive visitors for the Director of Curriculum and Instruction.
2. Schedule appointments for the Director as needed.
3. Prioritize and sort mail, correspondence, memos, reports, and project applications for the Director of Curriculum and Instruction.
4. Coordinate and manage correspondence and files relative to:
   4.1. Student Assessment - state and federal testing
   4.2. Categorical Programs
   4.3. Special Grants
   4.4. Adult Education
   4.5. Maintaining credential records for No Child Left Behind/ Highly Qualified Teacher and English Language certification
   4.6. Staff/Professional Development
   4.7. Maintain district adopted curriculum
   4.8. Maintain textbook inventory and purchase materials as needed
   4.9. Distribute curriculum materials as needed
5. Assist with clerical duties in the District Office as determined by the Director of Curriculum.

PHYSICAL REQUIREMENTS:
Employees in this position must have the ability to
1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, bend, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:
Employees in this position will be required to work indoors in a standard office environment and come in direct contact with Ripon Unified District staff and the public.

IMMEDIATE SUPERVISOR: Director of Curriculum and Instruction
ASSIGNMENT: 8 hours per day as determined by the Director of Curriculum and Instruction
SALARY: Confidential Salary Schedule: Range 302