

**Roswell Independent School District
Job Description**

Job Title: ADMINISTRATIVE SECRETARY – INSTRUCTION AND CURRICULUM

Reports To: ASSISTANT SUPERINTENDENT FOR INSTRUCTION / DIRECTOR OF INSTRUCTIONAL PROGRAMS

General Job Description:

Under indirect supervision, coordinate and provide administrative/secretarial support to the Assistant Superintendent for Instruction and the Director of Instructional Programs.

Essential Duties and Responsibilities:

1. Perform general office duties i.e., typing and routing telephone calls and mail to the proper departments.
2. Assist staff with a variety of tasks, such as typing correspondence, requisitions, memorandums, minutes, reports and forms as directed by the Assistant Superintendent and Director of Instruction.
3. Maintain files and records as required.
4. Input and analyze data, and draft reports/proposals for approval or acceptance.
5. Prepare and maintain various reports and contracts; process contracts, requests for payment. Type and ensure proper processing of RFP's. Log and distribute materials, equipment and/or supplies.
6. Distribute and track surveys, complete mandatory reports for signature based on collected data.
7. Assist with preparation and/or prepare budget documents for review. Process, post and balance budget expenditures and receipts.
8. Process all areas of travel including but not limited to accommodations and travel forms.
9. Process and organize all Professional Leave forms and work agreements.
10. Process and organize all personal leave forms.
11. Order and maintain office equipment and supplies; inventory all supplies and material.
12. Receive and research complaints and refer to the appropriate individual.
13. Receive and track all Gear Up MERF's and TERF's.
14. Organize and conduct professional development.
15. Track and organize all Parent Teacher Conference(s).
16. Register and oversee AP curriculum process.
17. May be required to pick up materials.
18. May be required to arrange special functions.
19. Knowledge of computer systems, including data bases and word processing programs.
20. Personal and professional task management through the use of technology.
21. Maintain confidentiality with sensitive matters.
22. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
23. Report to work on time and work no less than 7 hours per day.
24. Work independently with very little supervision.
25. Attempt to deescalate parents; listening/visiting with parents about their concerns prior to parent meeting with administrators.
26. May be required to perform other related duties as assigned by your supervisor(s).

Supervisory Responsibilities:

May be required to supervise student workers.

Qualifications:

1. High School diploma or GED
2. Three years' experience in an administrative clerical position, at least one of which should have been in an educational environment.

.Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

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Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date