



LOWELL JOINT SCHOOL DISTRICT

ADMINISTRATIVE SECRETARY- CURRICULUM/INSTRUCTIONAL SERVICES

Classified Salary Schedule
Range 26

JOB SUMMARY:

Under general supervision, serves as secretary to the Assistant Superintendent for Instruction and performs related duties as required.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Organizes and schedules appointments, meetings, and conferences; prepares and distributes reports, agendas and meeting minutes; maintains District Curriculum Calendar; maintains appointment calendar for the Assistant Superintendent of Instruction.
- Coordinates the scheduling, publicity, and follow-up of in-services classes, seminars and workshops.
- Maintains records of materials ordered, received, and distributed for Curriculum Department.
- Greets and screens callers, visitors, employees, administrators, parents, vendors and the public; provides information or directs parties to appropriate personnel; receives, opens, and screens incoming mail; serves as receptionist.
- Provides ancillary support to the programs that the Assistant Superintendent of Instruction oversees.
- Composes and types letters, memos, forms, etc.; maintains records and files.
- Prepares Board agenda items for the Curriculum section.
- Answers questions concerning attendance boundaries.
- Processes inter/intra-district transfers.
- Coordinates Home Hospital Instruction.
- Assists with data collection and preparation of reports for State, Federal, and District reporting.
- Organizes State and District testing materials.
- Collects and distributes revised school maps and daily bell schedules.
- Performs other related duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge of:

- Modern office methods, procedures and techniques, including filing systems and telephone techniques and etiquette.
- District policies and procedures regarding department programs.
- Correct English usage, spelling, grammar, and vocabulary.
- Record keeping and methods of collecting and organizing data and information.
- Oral and written communication skills.
- General knowledge of modern office equipment and computer programs.

Ability to:

- Pass a typing test at 50 words per minute; operate a computer using presentation, word processing, spreadsheet, and database software applications.
- Plan and organize work to meet schedules and time lines.
- Communicate clearly and effectively, both orally and in writing, with administrators, employees, parents and the public.
- Work independently with minimal supervision, meeting schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.

Education/Training/Experience:

High school diploma or its equivalent. A combination of training and experience equivalent to three (3) years of progressively responsible clerical, administrative, and/or secretarial experience, preferably in the field of public education/services, which has provided the applicant with the required knowledge and abilities to successfully perform job duties. Ability to type 50 words per minute and high-level computer skills preferred, including word processing, presentation, spreadsheet and database software applications.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Physical Demands:

While performing the duties of this position, employees are subject to constant interruption and are in direct contact with the public and employees. Negative interactions resulting from these contacts can result in stressful situations. Employees are required to constantly sit for periods of time. Talk or hear, in person and by telephone. Use hands and fingers to touch, handle, feel or operate standard office equipment, reaching with hands and arms. Employees are frequently required to stand and walk, bend and stoop and to grasp, lift and move records and documents.

Mental Demands:

Employees must be able to comprehend and follow written and oral instructions; read and interpret data, information and documents; interpret policies and procedures; work under deadlines with interruptions; and interact cooperatively with District staff, students and parents.

Work Environment:

Employees work under typical office conditions, and the noise level is usually quiet or moderately quiet. The employee occasionally drives to District sites to provide administrative support for the department and District.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.

WORK PERIOD:

12 months per year, 5 days per week, 8 hours per day