

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Descriptions**

JOB TITLE:	Secretary Curriculum	WAGE/HOUR STATUS:	Nonexempt
REPORTS TO:	Director of Curriculum	PAY GRADE:	750
DEPT./SCHOOL:	Curriculum	DATE REVISED:	11/09/09

PRIMARY PURPOSE:

Facilitate the efficient operation of an administrative department office and provide clerical services to the department heads and other staff members.

QUALIFICATIONS:

Education/Certification:

High school diploma or equivalent

Special Knowledge/Skills:

Ability to use personal computer and use of software such as WORD, EXCEL, and ACCESS

Proficient skills in typing, word processing, and file maintenance

Effective communication and interpersonal skills

Intermediate math skills

Willingness to execute written employment contract with Plano ISD

Experience:

Three years of secretarial experience, preferably in a public education environment

MAJOR RESPONSIBILITIES AND DUTIES:

Organize and manage the routine work activities in the assigned administrative department.

Prepare correspondence, forms, reports, etc., for the department head and other department staff members using a computer.

Assist in compiling information for preparing various reports for the department.

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Receive incoming calls, take reliable messages, and route to appropriate staff.

Receive, sort, and distribute mail and other documents to other department staff members.

Maintain departmental files.

Maintain a schedule of appointments for department staff.

Make travel arrangements for department staff, campus staff, and students.

Maintain confidentiality of information.

Perform bookkeeping tasks that require intermediate arithmetic operations, for the department.

Keep informed of and comply with all state and district policies and regulations concerning primary job functions.

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors.

Follow attendance policy as assigned by supervisor.

Perform other functions that may be assigned by the Administration and/or supervisor.

EQUIPMENT USED:

Uses computer, printer, copier, calculator, scanner, and fax.

WORKING CONDITIONS:

Mental Demands:

Reading; ability to perform intermediate arithmetic; ability to communicate effectively (verbal and written); ability to operate computer; maintain emotional control under stress

Physical Demands/Environmental Factors:

Work with frequent interruptions. Frequent standing, stooping, bending, kneeling, pushing and pulling. Prolonged use of computer and repetitive hand motions. Occasional lifting up to 50 pounds.

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Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities is an acceptable substitute for the above specified education and experience requirements.

Approved by

Date

Reviewed by

Date

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.