

**Job Title:** Administrative Secretary,  
Executive Director of Elementary Education

**Department:** Elementary Education

**Reports To:** Executive Director, Elementary Education

**FLSA Status:** Non Exempt

**Salary Schedule:** SC lane 10



## **SUMMARY**

Performs administrative assistant duties for the Elementary Education Executive Directors, Coordinators, and Specialists within the Title I Department, Utah Optional Extended-Day Kindergarten (OEK) Program, High Quality Early Childhood Program and coordinates with all other secretaries in Learning and Development Departments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Answers and screens Executive Directors telephone calls and correspondence and responds independently when possible. Specifically must maintain a professional manner regarding public relations and sensitive issues.

Greets visitors and refers to appropriate area or person.

Coordinates supervisor's schedule and makes appointments.

Collects, inputs, updates, and prepares data in formats required for state and federal Title I reports and presentations.

Maintains records and reports for all grant requirements, including budget and student data.

Assists in preparation of grant applications, brochures, and PowerPoint presentations.

Coordinates and attends meetings and professional training. Prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings/trainings. Setups and cleanups for all Title I meetings.

Creates spreadsheets to calculate and maintain current budgets for preschool, OEK, Title I supply, equipment, and travel.

Monitors expenditures, tracks program funds, and prepares monthly budget reports generated by general ledger/accounting software system.

Purchases for Title I, preschool and OEK, including quotes, bids, orders, and receiving.

Creates and maintains database and spreadsheet files for required federal records.

Obtains and manages student records and data for research and reports.

Acts as custodian of documents and records for Title I and OEK Programs.

Communicates regularly with USBE and federal oversight agencies on changes in federal guidance.

Maintains paraprofessional applicant database. Assists paras in completion of CDA requirements, schedules CDA classes, and maintains adequate training materials.

Generates correspondence, including email and faxes.

Orders and maintains supplies and arranges for equipment maintenance.

Generates purchase orders, travel requests, and mileage reimbursement forms.

Arranges for all Title I and OEK travel including transportation, housing, and per diem.

Communicates with and provides Title I specific training for secretaries in all Title I schools.

Works with and assists other secretaries in district office as needed and available.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance.

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money. Ability to use formulas in spreadsheets.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations.

### **EDUCATION and/or EXPERIENCE**

Associates, degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of educations and experience.

Experience using Microsoft Office software with advanced skills using Microsoft Excel and publishing software required.

**CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates or licenses.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is moderate.

Prepared By: <b>Title I Director</b>			Date: <b>08/27/2014</b>
Approved By: <b>Executive Director, Human Resources</b>			Date: <b>08/27/2014</b>
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: <b>Title I Director</b>	Date: <b>01/11/2016</b>
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, Human Resources</b>	Date: <b>03/06/2019</b>
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	