

**Job Title:** Secretary - Curriculum & Professional Development  
**Department:** Assessment & Learning  
**Reports To:** Director of Assessment & Learning  
**FLSA Status:** Non Exempt  
**Salary Schedule:** SC lane 09



## **SUMMARY**

The Secretary provides secretarial support for the Curriculum & Professional Development division of the Assessment & Learning Department by performing the following duties.

**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 phone calls and offers assistance to educators and the general public related to curriculum, K12 learning, and professional development.

Greets and assists visitors to the Professional Development Center.

Constructs and maintains department webpage.

Maintains information, reports, and other materials essential to the district programs managed and run through Curriculum and Professional Development Division of the Department.

Sets up travel arrangements for member of the Curriculum and Professional Development staff using the district travel program; which includes scheduling a district vehicle, flight reservations, hotel reservations, conference registration and issuing a per diem.

Manages the MIDAS professional development databases; inputs data, audits information, and troubleshoots database problems to maintain accuracy of database. Acts as the contact person for WCSD with the Utah State Board of Education.

Maintains database and spreadsheets regarding stipends for educators, tracking and recording attendance to district related trainings for licensure points.

Calendars the use of the Professional Development Center. Coordinates and arranges meetings or workshops. Prepares agendas, reserves & prepares facilities, arranges for food, and records & transcribes minutes of meetings.

Assists with District Endorsement and Distance Learning Programs.

Assist in the general secretarial needs of the Curriculum and Professional Development staff.

Orders and maintains supplies and materials; arranges equipment maintenance; performs minor maintenance and repair of office machines and copiers.

Composes, or transcribes from rough draft, correspondence, bulletins, memorandums, and other materials; makes copies of correspondence or other printed materials.

Composes letters in regard to endorsements, certificates, and recommendations for educators within the district.

Manages communications and correspondence (paper and electronic), including maintaining contact lists for various groups.

Collects and maintains applicable records. Designs and organizes filing systems. Acts as custodian of records.

Studies new regulations and applies them in preparing reports and maintaining records.

### **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 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 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. Ability to define problems, collect data, establish facts, and draw valid conclusions.

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

Associate's degree (A. A.) or equivalent from a university, college, or technical school and two years related experience and/or training; or equivalent combination of education and experience.

### **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.*

The noise level in the work environment is usually moderate.

Prepared By: <b>Executive Director, K12 Learning</b>			Date: <b>07/19/2013</b>
Approved By: <b>Executive Director, Human Resources</b>			Date: <b>07/19/2013</b>
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: <b>Director of Assessment &amp; Learning</b>	Date: <b>03/21/2019</b>
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<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:	