

Job Title: Secretary, Work-Based Learning
Department: CTE
Reports To: CTE Director
FLSA Status: Non Exempt
Salary Schedule: SC lane 09



SUMMARY Provides secretarial support to the Work-Based Learning Coordinator and the CTE 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.*

Assists the Work-Based Learning Coordinator and Career Coaches in the preparation of materials required by USBE as it relates to CTE Internships and district wide Work-Based Learning initiatives.

Assist in collecting and maintaining program economic impact data related to school Work-Based Learning initiatives and student economic success.

Coordinates and arranges meetings or workshops, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings when necessary.

Manages student documents and student records related to program eligibility and the digital portfolio rubric required by USBE for program funding.

Manages student data systems in student data systems (Canvas, Power School & LinkedIn).

Obtains student information by calling other schools, professional agencies, and parents.

Assists the Work-Based Learning Coordinator with protocols and procedures related to program evaluation, Industry Career Pathway connections, and CTE teacher collaboration.

Assists in monitoring budget expenditures and grant funding opportunities.

Provides assistance for CTE internship recruitment and program awareness presentations with teachers, counselors, and employers for each high school and feeder schools.

Ensures program compliance with state regulations and WCSD Work-Based Learning policy.

Attends regular CTE and Work-Based Learning meetings.

Coordinates student and employer evaluations.

Prepares outgoing mail and correspondence including email and faxes.

Reads and routes incoming mail. Locates and attaches appropriate files to correspondence when necessary.

Designs and organizes filing systems; acts as custodian of records.

Screens incoming calls and correspondence and responds independently when possible.

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.*

Must be self-motivated and able to follow through on varying assignments. Must be detail oriented and accurate with assessing reports.

Must be proficient with computer applications for preparing documents & spreadsheets, and entering data using specialized data software for the special education department and program.

Must become familiar with student information systems to perform related tasks. Must have proficient typing, 10-key calculator, and computer skills.

Must possess good human relation and communication skills to work with administrators, teachers, and parents in an effective, pleasant manner.

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 or equivalent; or six months to one year 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 sit; walk; use hands to handle, or feel; and talk or hear. The employee frequently is required to stand and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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 usually moderate.

Prepared By: Work Based Learning Coordinator			Date: 06/06/2022
Approved By: Assistant Director, Human Resources			Date: 06/07/2022
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<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
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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:	