

Granite Falls School District

JOB DESCRIPTION: Career and Technical Education Secretary

GENERAL SUMMARY

The responsibilities of this position is to coordinate activities of CTE department and serve as secretary to the Director of CTE, including promoting positive public relations, providing a wide variety of services to students, staff and the public, and maintaining a wide variety of records.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operate a variety of office equipment
- Complete all secretarial/clerical functions of the department in an efficient and timely manner
- Coordinate with staff and outside agencies/vendors to ensure district and/or students' needs are met
- Monitor, maintain, reconcile, and retrieve information for budgets, grants, funds, inventories, etc. to meet district, State, and federal requirements
- Create and maintain a variety of files (computer and hard copy including confidential files) to ensure accurate, up-to-date information is available
- Prepare and process various district documents including travel reimbursements, purchase orders, invoices, correspondence, memos, and workshop request.
- Assist Director with inputting various data into computer systems (financial, budget) to meet district, state, and federal regulations
- Maintain CTE Director's calendar and scheduling
- Assist Director with monthly and annual reporting
- Assist Director in generating reports and other required information
- Remain flexible and team-orientated
- Promote and practice professional growth
- Know and follow district policies and procedures
- Work with other district personnel as required in the performance of duties and organizational needs
- Perform other duties as deemed necessary for the efficient operation of the school or department
- Maintaining student records at the district level for CTE
- Maintain student programs in student systems such as Skyward & CEDARS
- Tracking trends and other useful data regarding student progress by creating computer spreadsheets and presentations

REPORTING RELATIONSHIPS: Reports to CTE Director and/or building administrator

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

High school diploma or equivalent and three years of increasingly responsible office experience, including records maintenance, bookkeeping and customer service. Advanced training in secretarial procedures may substitute for up to two years of the required experience on a year-for-year basis. Experience with CTE program or grant work preferred.

Licenses/Special Requirements

Fingerprinting required (satisfactory background clearance results); depending on assignment, current first aid and CPR certification and annual HIV training.

MENTAL DEMANDS

Requires proficiency, diplomacy, discretion, and effective oral/written communication skills in the form of student/public relations and conflict/problem resolution; requires good listening skills; requires dealing effectively and appropriately with public and staff including distraught or angry parents and students both in person and by telephone; requires considerable concentration and quick return-to-work abilities because of frequent interruptions; requires adaptability and flexibility to different student, staff, parent, and community learning/working styles and abilities to promote effective relationships; requires effective on-the-spot decision-making and problem-solving skills; requires performing under stress when confronted with emergency, critical and unusual situations, and day-to-day deadlines; stress and/or tension is an occasional part of the job; requires ability to establish and complete objectives; requires substantial self-discipline in behavior and attitude; requires modeling effective and appropriate behavior at all times; frequently requires working with distraught, angry or hostile individuals; requires efficient, adept organization and time management skills; requires working independently with minimal supervision; requires working as a team member with office staff; requires establishment of priorities and frequently re-channeling efforts to meet deadlines for projects and reports; requires performance of detailed work in reference to preparation and computation of data, and analysis of information both verbally and in written form; requires a high level of proficiency in reading, writing, and average ability in mathematics; requires understanding of a variety of laws and regulations governing Washington State schools furnished in written, oral, diagram, or schedule form; requires maintenance of strict confidentiality and display loyalty and integrity to employer; requires high degree of proficiency in English usage including grammar and spelling; requires high degree of proficiency in secretarial skills including composition and formatting of correspondence, setting up and maintaining accurate files and records, taking and transcribing dictation, operation of a variety of office machines, accurate keyboarding with speed, and proper telephone etiquette; requires understanding and proficiency in operation of personal computer and software programs.

PHYSICAL DEMANDS

Exposure to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer; accurate keyboarding skills of 50 wpm or better; sitting for extended periods of time without restrictions; twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to floor; lifting/carrying objects weighing up to ten pounds constantly; 26-50 pounds rarely, assistance for heavy lifting/carrying/pushing/pulling available; good visual and hearing ability; requires operation of office equipment and computer; requires ability to work independently with minimal supervision; requires organizational skills to coordinate multiple priorities; may be exposed to infectious diseases carried by students; may be exposure to bodily fluids in the health room and required to wear gloves as necessary; may require restraining out-of-control students.

CONDITIONS

The preceding list of essential functions is not exhaustive and maybe supplemented as necessary.