



## Job Description

**Job Title:** Executive Secretary I: Curriculum & Development    **Supervisor:** Executive Director  
**Position Code:** 4N37, DN37    **Pay Grade:** 23  
**Job Classification:** Non-Exempt    **Contract Length:** 245 Days

### Job Summary

Position is responsible for providing administrative and secretarial support to the Executive Director of Curriculum & Development, Supervisor of Employee Expertise, and Coordinator of Early Education.

### Essential Duties

1. Performs a variety of executive secretary responsibilities for the office of Curriculum and Development relating to the division's written curriculum, instructional practices, student assessment, and employee development.
2. Coordinates the department's professional development management system to include serving as the Helpdesk contact to assist division employees with all functions related to professional development activities.
3. Assists with coordinating and monitoring the workload and special projects of curriculum and development support staff as directed by supervisor.
4. Researches, summarizes and analyzes information and compiles data to prepare reports containing specialized or sensitive information following the general direction of supervisor or assigned staff; selects relevant information from a variety of sources.
5. Maintains and manages curriculum and development and staff development budgets for department; monitors expenditures and performs analysis on accounts; prepares both special and recurring reports for supervisor or assigned staff.
6. Serves as liaison to employees, customers, outside agencies and the public concerning departmental information, directs to appropriate staff or department when necessary; provides information requiring comprehensive knowledge and may interpret department work procedure and operations.
7. Plans and arranges conferences or meetings under general instructions from supervisor or assigned staff; communicates arrangements to appropriate individuals.
8. Maintains calendar(s) for assigned staff, regularly prioritizing and arranging meetings, conferences and appointments; arranges necessary travel reservations and itineraries; anticipates and prepares background materials needed.
9. Performs other such duties as may be required.
10. Models non-discriminatory practices in activities.

### Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of high school and preferably business school training or completion of two years of college, or any equivalent combination of experience and training. Must possess knowledge of executive level support service management and be able to work under minimal supervision. Must possess excellent organizational skills and the ability to handle details accurately. Must possess the ability to prioritize multiple projects across departments. Must exercise professional decorum and the ability to work effectively and maintain composure under pressure of short

deadlines and dealing with a wide range of customers. Must possess excellent typing and strong editing skills, including punctuation, grammar, and spelling. Must be proficient with computer skills with Internet browsers, Microsoft Word, Excel, Access, and Power Point programs. Must possess the ability to establish and maintain effective working relationships.

**Working Conditions & Physical Requirements**

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

**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. Duties are normally performed in an office environment. While performing the duties of this job, the employee is occasionally required to attend both regular and unscheduled meetings and events, some of which take place outside of regular working hours.

**Supervision Exercised:** None

**Supervision Received:** Executive Director

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Executive Secretary I will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_