

Job Description

Job Title: Secretary III – CTE Career Pathways & Counseling

Supervisor: Instructional Supervisor of Career Pathways, CTE and Director of School Counseling

Pay Grade: 22

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for providing clerical support to the Staff of Career Pathways, Career and Technical Education (CTE) and Professional School Counseling

Essential Duties

1. Performs all clerical tasks including correspondence, typing, filing, copying, meeting and travel arrangements, scheduling, document distributions, record keeping, and public relations.
2. Creates databases and performs data entry and records management; maintains accurate files, records and documentation.
3. Manages, maintains, and tracks departmental budgets, grants, and specialty programs.
4. Maintains monthly Career Pathways, CTE and Professional School Counseling reports.
5. Orders and checks in supplies and materials.
6. Works with school personnel in verifying distributions and completing payment process for materials ordered for schools.
7. Processes and prepares requisitions, small purchase orders, purchase orders, and check requests.
8. Assists in the coordination of district meetings, staff meetings, and office meetings.
9. Processes mail and other correspondence.
10. Coordinates division-wide transportation requests, scholarships, and other departmental programs as needed.
11. Communicates between central office departments and schools.
12. Models nondiscriminatory practices in all activities.
13. Performs other duties as assigned.

Other Duties

Performs any other related duties as assigned by the Instructional Supervisor of Career Pathways, CTE and the Director of School Counseling.

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 individuals with disabilities, who are otherwise qualified, to perform the essential functions.

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

Completion of standard high school diploma with completion of business school or some college courses desirable and three years of administrative experience. Thorough knowledge of standard office practices, procedures, equipment and clerical techniques. Knowledge of business English, spelling and math. Must possess excellent computer skills involving Microsoft Word, Excel, and managing the purchasing process and budget accounts. Must possess the ability to understand and follow oral and written instructions. Must possess the ability to edit memos, tests and other instructional documents. Ability to establish and maintain effective working relationships with others using good judgment, tact, and courtesy. Ability to follow complex oral and written instructions, and work independently. Ability to serve as a team member in a collaborative department suite.

Working Conditions and 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; to 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; physical agility to lift up to 25 pounds; and to bend, stoop, climb stairs, and reach overhead.

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. The noise level in the work environment is usually moderate.

SUPERVISION EXERCISED: None

SUPERVISION RECEIVED: Instructional Supervisor for Career Pathways, CTE and Director of School Counseling

This job description in no way states or implies that these are the only duties to be performed by this employee. The Secretary III will be required to follow any other instructions and to perform any other related duties as assigned by the Career Pathways & CTE Instructional Supervisor and Director of School Counseling and/or other appropriate administrators. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

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

Employee Name (Print) _____ Signature _____ Date _____