

Confidential Secretary - Office Manager Planning/Assessment

JOB DESCRIPTION

POSITION TITLE MINIMUM

Confidential Secretary Office Manager
Proficient in Windows, Excel and Word, Systems 3000

QUALIFICATIONS

Knowledge of budget and purchase order procedures
Excellent organizational and interpersonal skills along with tact, diplomacy, initiative, discretion, phone skills and the ability to multitask
Willing and able to learn new skills
Ability to manage and supervise staff
Required criminal history background check

REPORTS TO JOB GOAL(S)

Proof of U.S. citizenship or legal resident alien status
Chief Information Officer
Assist the Director of Planning and Assessment and other designated administrators (Assistant Superintendent Curriculum & Professional Development, Communications Coordinator, Director of World Language & ESL, and District Data Analyst) in carrying out delegated tasks, and organizing the workflow of secretarial and clerical staff assigned to: Registration, Project Ahead, ESL, Student Data Collection and Assessment.

JOB RESPONSIBILITY AND AUTHORITY

Supervise secretarial and clerical staff.
Prioritize workload and ensure that projects are completed efficiently and in a timely fashion.

PRIMARY RESPONSIBILITIES

1. Assist the Director of Planning and Assessment with the evaluation of secretarial staff.
2. Oversee the distribution, inventory, and security of all district and state assessment materials.
3. Provide support for District Registrar as needed.
4. Maintain the purchase order process for the Director of Planning and Assessment.
5. Track and process non public school textbook orders and maintain contact with non-public schools.
6. Maintain home schooling information for the District.
7. Maintain departmental employee attendance.
8. Provide limited support to the Communication Coordinator.
9. Maintain copy machine in hallway to include calling for service and calling Xerox monthly with usage.
10. Prepare negotiations data as needed.

WORKING RELATIONSHIPS

OF THE POSITION Communicate with the Director of Planning and Assessment for smooth operation of the office.

TERMS OF EMPLOYMENT Months 12

Salary to be determined by the Board of Education