

# Farmersville Unified School District

## JOB TITLE: ASSISTANT SUPERINTENDENT'S SECRETARY

### JOB DESCRIPTION

#### DEFINITION:

Under general supervision of the Assistant Superintendent of Projects/Curriculum, acts as a secretary; assists in the coordination of testing, relieves the supervisor of complex and difficult clerical work and minor administrative details and performs related work, as assigned.

#### EXAMPLES JOB FUNCTIONS:

- ▶ Types letters and compiles information for reports
- ▶ Translates and interprets oral and written communications in Spanish/English
- ▶ Answer telephone calls and communicate messages at department/District level
- ▶ Compose and send out notices regarding meetings and workshops
- ▶ Orders materials as needed
- ▶ Types accountability reports and translate documents as needed
- ▶ Operate office machines
- ▶ Meet deadlines for district, state and federal projects
- ▶ Composes databases for STAR and CELDT testing including pre-id labels and merged parent letters
- ▶ Compiles and prepares multi-funded categorical databases and ensuing letters for annual audit
- ▶ Maintains files for coordinated compliance reviews and other state and federally mandated reports/audits
- ▶ Efficiently uses and creates spreadsheets in Excel including merging information and applying various formulas.
- ▶ Creates queries for EAGLE-Aeries database to provide custom made reports to meet district, state, and federal requirements
- ▶ Uses Word to efficiently merge letters, create labels, tables, pleading, and outlines. Prepares flyers with appropriate graphics and lettering in Word or Publisher
- ▶ Composes and prepares correspondence and agendas with minimal guidance. Takes and transcribes minutes of DELAC meetings
- ▶ Facilitates communication with various state and district offices as well as with school site offices and with parents concerning curriculum and categorical issues
- ▶ Collects, organizes and assembles data as needed
- ▶ Other duties as assigned by supervisor

#### NON ESSENTIAL JOB FUNCTIONS:

- ▶ Other duties as assigned by Assistant Superintendent of Projects/Curriculum
- ▶ Helps coordinate CSIS collection and various mandated student assessments
- ▶ Attends meetings and/or workshops regarding projects
- ▶ Assists CALPADS Technician as needed

#### QUALIFICATIONS:

Knowledge of:

- ▶ Office methods, practices, procedures and filing
- ▶ Computer operation and standard office machines
- ▶ English usage, grammar, vocabulary, and punctuation
- ▶ Rules, regulations, laws and policies governing the school district

**Ability to:**

- ▶ Perform clerical tasks with accuracy
- ▶ Learn rules, regulations, laws, policies and apply them with good judgement in a variety of procedural situations
- ▶ Make arithmetical calculations with speed and accuracy
- ▶ Compile and maintain accurate and complete records and reports
- ▶ Carry out oral and written directions
- ▶ Type at a speed of 50 wpm from a clear copy
- ▶ Maintain cooperative, effective and professional relationships with those contacted in the course of work
- ▶ Speak Spanish and translate written and oral format

**EDUCATION:**

- ▶ Equivalent to completion of twelfth grade
- ▶ Coursework in computers, office practices, computer, bookkeeping, etc.

**EXPERIENCE:**

- ▶ In clerical work of a responsible nature
- ▶ In public school system desired

**WILLING TO:**

- ▶ Participate in workshops/in-services to improve skills related to position

BOARD APPROVED: February 27, 1979

REVISED: March 4, 2011

BOARD/CSEA APPROVED: February 28, 2011