

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE October 2000
LAST REVISION DATE October 2009
BAND & GRADE B-2-1-4

POSITION TITLE Curriculum and Instruction/Title I Secretary

IMMEDIATE SUPERVISOR Director of Curriculum and Administrative Services

Job Summary (Basic Purpose of Position)

Provide administrative, secretarial and clerical assistance to the Director of Curriculum and Administrative Services.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.00 PROVIDE ASSISTANCE TO THE DIRECTOR OF CURRICULUM AND ADMINISTRATIVE SERVICES		25%		<u>Knowledge of:</u> 1. District policies and procedures. 2. Applicable state and federal policies and procedures. 3. Location of historical information and past practices. 4. Computer technology. 5. Proper grammar, spelling, and punctuation.	
1.01 Compose and edit correspondence, board letters, agendas, minutes, workshop materials and reports.	A1	D			1.01 Correspondence was typed with accuracy and within established timelines.
1.02 Prepare bulk and daily mailings. Open and screen daily mail.	A1	D			1.02 Mail was sorted, screened and delivered.
1.03 Field incoming telephone calls and answer customer questions or redirect to appropriate staff.	A1	D			1.03 Telephone was answered in a courteous manner and messages were delivered.
1.04 Assist and screen office visitors, answering questions or redirecting to appropriate staff.	A1	D			1.04 Visitors were received in a courteous manner, screened and either assisted or directed to appropriate offices.
1.05 Determine whether or not incoming calls or visits involve confidential information or constitute an emergency situation and ensure	A1	D		<u>Skills:</u> 1. Type at least 65 wpm. 2. Filing 3. Office equipment.	1.05 Information was relayed to appropriate administrator in a timely fashion.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	--	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

1.06 that the appropriate administrator receives immediate notification.	A1	D		4. MS Office Suite, or equivalent word processing, spreadsheet and database programs.	1.06 Appointments were scheduled appropriately.
1.07 Schedule appointments and meetings. 1.07 Collect quantitative and qualitative data to complete federal, state and/or district reports.	A1	M		5. Design and edit reports, forms and other documents.	1.07 Quantitative and qualitative data is collected and accurate reporting is completed.
1.08 Monitor budgets and access, filter and print reports on applicable accounts.	A1	M			1.08 All budgets/accounts are kept up-to-date.
1.09 Determine appropriate code for requisition forms, pay authorizations, travel vouchers and accounts payable vouchers for staff and applicable departments.	A1	D		<u>Abilities:</u>	1.09 Forms are coded appropriately and in a timely manner; signed by supervisor, and forwarded to appropriate department.
1.10 Design various reports, forms, posters, etc. for meetings, presentations, events and accountability purposes for the Minnesota Department of Education and the District.	A1	D		1. Provide excellent customer service.	1.10 Accurate documents are written, formatted, printed, copied and distributed in a timely fashion.
1.11 Analyze data extrapolated from various databases; design or generate financial reports for administration, as requested.	A1	D		2. Plan and organize.	1.11 Accurate information will be reported in a timely manner.
1.12 Format and edit district curriculum outcomes for print and electronic publication. Ensure that schools and classrooms have copies of current outcomes.	A1	A		3. Maintain records.	1.12 Outcomes will be edited as needed, then printed for Board review. Upon Board approval, the outcomes are saved to the District Office server, posted to the district website, printed, copied and distributed to schools and classrooms.
1.13 Assign home-tutors for non-IEP homebound students. This requires contacting potential tutors who are qualified for the position; placing them for the job and ensuring they have all necessary information and paperwork to complete the tutoring.	A1	W		4. Maintain confidentiality.	1.13 Tutor has accepted assignment, received necessary paperwork and was apprised of any pertinent information on the student and family.
1.14 Design, print and distribute the district information and event wall calendar.	A1	A		5. Communicate effectively through speaking and writing.	1.14 Families in the district will have received a copy of the calendar. Extra copies are made available at each school and the district office.
1.15 Format, publish and distribute the District <i>Systems Accountability Report</i> .	A1	A		6. Work independently.	1.15 The District's annual Systems Accountability Report has been formatted, printed, and distributed to families in the school district, published
1.16 Manage designated annual supply orders and science consumable materials for elementary teachers.	A1	A		7. Use time effectively.	
				8. Perform under stressful situations and with frequent interruptions.	
				9. Demonstrate consistent and reliable attendance.	

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	--	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

1.17	A1	D			electronically, and copies sent to MDE for reporting purposes.
1.18	A1	D			1.16 Secretaries and teachers will have supplies they need for the new school year 1-4 weeks prior to the start date.
1.19	A1	D			1.17 Families have successfully completed forms and been apprised on processes for completing registration. Confidentiality and security was maintained.
1.20	A1	D			1.18 The database will contain accurate information on Title I students and the number of hours they have received Title I services.
1.21	A1	M			1.19 Services are provided to the Superintendent or Assistant Superintendent as needed.
1.22	B2	D			1.20 Storage units and files are organized and orderly.
2.00		25%			1.21 Surveys will have been created, disseminated, and analyzed through online service.
2.01	B2	D			1.22 DIBELS database was updated with student demographics and test scores in a timely fashion. Confidentiality and security was maintained.
2.02	A1	W			2.01 The student database will have current, accurate demographic and assessment information. Confidentiality and security was maintained.
					2.02 The roster of students who will be assessed is updated with accurate, current demographic information on the MDE and assessment company

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	--	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

2.03 ensure accuracy; order paper-pencil tests; and assign students to upcoming state tests. Manage mailing of assessment result letters and Individual Student Reports (ISRs) to families; ensuring security and confidentiality.	A1	M			2.03 websites. Confidentiality and security was maintained. Families have received accurate information on assessment results.
2.04 Verify that student assessment and demographic data is consistent with the state student management database.	A1	M			2.04 Assessment and demographic data matches the state student management database.
2.05 Manage and monitor assessment handling, ensuring security and confidentiality: confirm adequate number were ordered; check-in materials pre-test; make sure schools receive materials; check-in materials post-test; get materials to assessment company by deadline for scoring.	A1	M			2.05 The correct numbers of assessment materials have been received by schools. Assessments have been administered. All necessary materials have been sent back to the assessment company.
2.06 Ensure security of assessment materials while in storage and delivery.	A1	D			2.06 Assessment materials have remained secure throughout the assessment process.
2.07 Respond to state test-related questions from building test coordinators.	A1	D			2.07 Building test coordinators or monitors will understand the correct testing process.
3.00 MANAGE THE NON-PUBLIC PUPIL AID PROCESS		10%			
3.01 Notify nonpublic and home schools about available Non-public Pupil Aid.	A1	A			3.01 The non-public schools are aware of available aid for the new school year.
3.02 Collect and review Non-public Pupil Aid reports for all non-public schools.	A1	A			3.02 Reports will be collected and reviewed for accuracy by designated deadline.
3.03 Determine potential Non-public Pupil Aid funding per non-public schools based on anticipated enrollment and state funding level.	A1	A			3.03 The amount of funding available to each non-public school accurately calculated.
3.04 Complete and submit annual Minnesota State Non-public Pupil Aid reports.	A1	A			3.04 The Minnesota Department of Education will have received an accurate report by their specified deadline.
3.05 Order curriculum supplies for non-public schools making sure they receive their	A1	M			3.05 Non-public schools will have received requested curriculum supplies.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	--	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

3.06 materials. Monitor designated Non-public Pupil Aid funds to allocate for curriculum and testing materials.	A1	M			3.06 Non-public Pupil Aid funds have been used for curriculum materials or assessments in accordance with state guidelines.
3.07 Collect funds from non-public schools for amounts spent in excess of their allocation.	A1	W			3.07 Funds have been secured for any curriculum materials and assessments not funded with Non-public Pupil Aid.
4.00 MANAGE HOME SCHOOL RECORDS		5%			
4.01 Create and distribute home school information packets.	A1	A			4.01 Home schools have received packets of current MN home school standards.
4.02 Alert home schools to October 1 st deadline of intent to home school.	A1	A			4.02 Home schools are apprised of the October 1 st deadline of the intent to home school.
4.03 Manage confidential home school files.	A1	D			4.03 Files are kept confidential, current and organized.
4.04 Order and/or collect instructional supplies as needed for home schools.	A1	A			4.04 Home schools have received requested district curriculum materials.
5.00 ASSIST TITLE I DIRECTOR		25%			
5.01 Assist the Title I Director with special projects.		D			5.01 Administrative assistance is completed to the satisfaction of the supervisor.
5.02 Maintain Time and Effort records for Title I staff.	A1	M			5.02 Time and Effort sheets are signed and collected from Title I staff and filed.
5.03 Assist Title I staff and parents.		D			5.03 Title I staff and parents are helped in a timely manner.
5.04 Schedule and arrange Title I Parent Advisory Council (PAC) meetings.	A1	M			5.04 Meetings well-planned and arranged.
5.05 Record and write PAC meeting minutes.	A1	M			5.05 Minutes recorded, typed and distributed.
5.06 Edit, copy, and distribute monthly Title I Newsletters.	A1	M			5.06 Monthly newsletter is distributed within established timelines.
5.07 Reconcile FY totals of data entered on state reporting system(s).	A1	A			5.07 Data is entered accurately and within established deadlines.
6.00 PROVIDE SECRETARIAL SUPPORT FOR STAFF DEVELOPMENT COMMITTEE		5%			

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	--	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

6.01 Coordinate and arrange district staff development Seminars by creating an event schedule; scheduling breakout session rooms and equipment needed; ordering food and beverages for the event; designing and printing posters, programs and other handouts.	A1	A			6.01 Seminars were well-planned, well organized, and provided adequate staff development opportunities to the district.
6.02 Provide secretarial services for the District Staff Development Committee.	A1	M			6.02 The committee will have received clerical assistance as needed.
6.03 Schedule and arrange meetings.	A1	Bi-M			6.03 Meetings were well-planned and organized.
6.04 Record, type and publicize meeting minutes.	A1	Bi-M			6.04 Accurate minutes will be distributed to committee members and posted to the district website.
6.05 Organize District Staff Development series of Grant Application submissions.	A1	Tri-M			6.05 Grant application was made available to district staff to prepare for submission.
6.06 Revise the district Grant Application per committee guidelines.	A1	Bi-A			6.06 Revisions are made to grant application forms as per the Staff Development Committee.
6.07 Publicize the applications and period of available time for submissions.	A1	Tri-M			6.07 District is informed about the opportunity to submit grant applications.
6.08 Prepare documents and scoring grids for grant reviews; this includes creating the budget summary.	A1	Tri-M			6.08 Staff Development Committee members have received documents and scoring grids to be used during the review process.
6.09 Send letters of approval or disapproval to grant applicants.	A1	Tri-M			6.09 Grant applicants have received their letters denying or approving their applications.
6.10 Publicize approved grants to the district.	A1	Tri-M			6.10 The district is informed on approved grants.
6.11 Design a spreadsheet to track expenditures of grants.	A1	Bi-M			6.11 Expenditure spreadsheet has been designed and maintained.
7.0 MISCELLANEOUS		5%			
7.01 Other duties as assigned.		D			7.01 Other duties were performed as requested and to the satisfaction of the supervisor.