

SECRETARY - GUIDANCE/CURRICULUM**DEFINITION:**

Under supervision, performs secretarial and clerical functions related to the Curriculum, Guidance, and Special Education Departments; and performs other duties as assigned.

TYPICAL TASKS:

1. Orders, inventories, distributes and assists in preparation of testing materials and results.
2. Prepares, tabulates, and distributes completed tests to appropriate agencies.
3. Maintains files and reports on test data.
4. Makes appointments and keeps daily schedules for guidance consultants and special education staff.
5. Assists in preparation of instructional materials by typing, proofing, collating, and assembling necessary items.
6. Verifies data and maintains records of categorical and specially funded projects as required.
7. Composes and types letters, memoranda, and bulletins.
8. Orders, distributes, and maintains inventory of health supplies and curriculum related materials.
9. Obtains and processes confidential information for placement of special education students.
10. Provides information to parents regarding available special education programs.
11. May serve as secretary at special education EAS meetings and records and distributes reports of actions taken.
12. Receives, updates, distributes, and files cum records and case studies.
13. May prepare monthly time reports for Curriculum, IMC, Guidance, and Publications Departments.
14. Processes requests for field trips and maintains records of same.
15. Performs related duties as assigned.

MINIMUM QUALIFICATION

Two years clerical and stenographic experience; graduation from high school; ability to type 50 words per minute; ability to take dictation at 80 words per minute is desirable. Basic computer knowledge is desirable.

SUPERVISION:

Assistant Superintendent for Instruction

OVERTIME STATUS:

Non-exempt

COLLECTIVE BARGAINING STATUS: Member

WORK PERIOD:

10 months per year, 5 days per week, 4 hours per day

Revised: August 1984; Reviewed: September 1993