

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
CPIN PROJECT SECRETARY**

DEFINITION:

Under general supervision, to assist and relieve the project administrator or director of paperwork and impediments so that they may devote maximum attention to the operations of the California Preschool Instructional Network (CPIN) Program and assist in the communications and support of regional participants.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Perform a variety of complex secretarial duties.
- Serve as backup to receptionist as requested.
- Serve as back up mail clerk.
- Process incoming departmental mail and prepare outgoing mail.
- Serve as the individual department receptionist, greeting and directing individuals and telephone calls and providing information regarding CPIN (i.e., school readiness and transition to kindergarten, preschool learning foundations, etc.).
- Receive, sort, and screen individual department mail, composing replies to those items that do not require administrative attention.
- Prepare and process a variety of correspondence, documents, and forms as they relate to CPIN and other Early Childhood Education programs.
- Create a variety of materials and publications from oral directions, rough drafts, handwritten notes, or charts using a variety of software.
- Establish and maintain filing and record keeping systems.
- Establish, maintain, and revise databases.
- Develop and prepare materials for duplication and printing.
- Operate a variety of office machines and equipment.
- Prepare purchase orders, maintain inventory of office supplies, and materials.
- Make arrangements for travel, meetings and professional development. May attend meetings when necessary.
- Arrange professional development workshops including flyers, speaker(s), facility, nametags, and other related tasks for early childhood educators.
- Make appointments and maintain calendars for staff.
- Coordinate and maintain a variety of work from more than one supervisor.
- Compile, develop, monitor, and review a variety of reports and statistical data as they relate to professional development to early childhood educators.
- Prepares and monitors budgets with the program Director.
- Drive occasionally for department business (optional).

- Perform other duties as assigned.

QUALIFICATIONS and REQUIREMENTS:

- Equivalent to the completion of the twelfth grade, including or supplemented by coursework or training in word processing, filing, and office practices.
- Three years secretarial experience.

KNOWLEDGE OF and ABILITY TO:

- Understand and operate modern office practices, procedures, and equipment.
- Understand Early Childhood Education programs.
- Understand and implement long-term and short-term goals of CPIN.
- Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- Understand, use, and stay current with a variety of computer programs (Microsoft Word, PageMaker, Excel, FileMaker Pro, etc.)
- Execute proper English usage, spelling, and punctuation.
- Understand and follow oral and written directions.
- Type at a level necessary for expected job performance.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Terms of Employment:

Salary and work year to be established by County Superintendent.