

TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
EDUCATIONAL SUPPORT SERVICES 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 Educational Support Services Department.

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 related to the Educational Support Services Department (Math or other ESS grant funded programs).
- Serve as backup to receptionist as requested.
- Serve as back up mail clerk.
- Serve as the individual Educational Support Services lead receptionist, greeting and directing individuals and telephone calls.
- Receive, sort, and screen individual department mail. Compose replies to those items that do not require administrative attention. Prepare outgoing mail.
- Prepare and process a variety of correspondence, documents, and forms.
- Assist in the coordination and support of student activities sponsored by TCDE.
- 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 as required by the Math and other ESS grants.
- Establish, maintain, and revise databases necessary to track regional participants.
- 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 workshops including flyers, speaker(s), facility, nametags, and other related tasks for regional and county-wide meetings, trainings, and conferences.
- Make appointments and maintain calendars for Math and ELA staff as needed.
- Coordinate and maintain a variety of work from more than one supervisor.
- Compile, develop, monitor, and review a variety of reports and statistical data necessary for meeting requirements of the grants and reporting timelines.
- Monitor and track income and payments in relation to the math and other ESS grant protocols.
- Work collaboratively with regional partners to provide quality services through the math and ELA division.
- Perform other duties as assigned.
- Drive occasionally for department business (optional).

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.
- Execute proper English usage, spelling, and punctuation.
- Understand and follow oral and written directions.
- Type at a level necessary for expected job performance.
- Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- Understand and implement the short and long term mission and goals of the math and other ESS grants.
- Understand, use, and stay current with a variety of computer programs (Microsoft Word, PageMaker, Excel, FileMaker Pro, etc.)

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.