TITLE: **Secretary to Director of Technology**

QUALIFICATIONS:

1. Has a high school diploma or ~~G.E.D. certificate~~ equivalent; additional relevant certifications or coursework is advantageous
2. Has three years of increasingly responsible secretarial and clerical experience involving the use of ~~word processing and~~ record keeping, communication tools and spreadsheets
3. ~~Demonstrate, by means of a skills assessment, the ability to successfully utilize office software such as electronic documentation, spreadsheets and email according to a prescribed rubric.~~
4. Excellent written and verbal communication abilities
5. Strong organizational and multitasking skills
6. Minimum two (2) years of experience in a customer service related field.

REPORTS TO: Director of Technology

JOB GOAL: Assist the ~~Director of~~ Technology Department in the implementation of services to the schools and community via communication, scheduling and organizational tasks

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written statutes, policies, procedures, and directions from supervisor related to job responsibilities
2. Perform routine office duties of word processing, data entry, telephone support, etc.
3. Compose written correspondence and reports, for members of the technology department, as directed by supervisor
4. Assist in gathering, correlation and distribution of data
5. Assist with special projects or tasks
6. ~~Assist Network Systems Manager with correspondence~~
7. Assist employees and schools with technology purchases (MUNIS), log in credentials and basic troubleshooting
8. Maintain and uphold the confidentiality of any and all district data
9. Perform other related duties as assigned bysupervisor

TERMS OF EMPLOYMENT:

* Hourly (Grade 07)
* 7.5 – 8 hrs per day
* 37.5 – 40 hrs wk.
* 246 days
* 12 months
* Board Approved 9-11-2008, Revised 5-10-2012 Revised 11-14-2019