

Summary Class Code: 7762

SUMMARY CLASS TITLE: ADMINISTRATIVE SECRETARY I – CURRICULUM DEPARTMENT

**BASIC FUNCTION:**

Perform a wide variety of specialized and responsible secretarial and administrative support duties for an Assistant Superintendent, Executive Director or other high-level administrator; organize and coordinate office activities and communications to assist the administrator with assigned functional areas of responsibility.

**DISTINGUISHING CHARACTERISTICS:**

Administrative Secretary incumbents perform specialized and responsible secretarial and administrative support duties for an Assistant Superintendent, Executive Director or other high-level administrators.

**REPRESENTATIVE DUTIES:**

- Perform a wide variety of specialized and responsible duties independently in support of functions delegated to an assigned Assistant Superintendent, Executive Director or other high-level administrator; interpret and apply rules and regulations as appropriate; perform duties to assist the administrator with administrative detail as appropriate.
- Coordinate communication between the administrator and District personnel, students, educational institutions, vendors, other outside organizations and the public; obtain and provide information, coordinate activities and resolve problems.
- Research, review, check, correct and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures; input and retrieve computerized data in computer systems as required.
- Prepare and maintain a variety of records, logs and files including information of a confidential nature; maintain confidentiality of information and records.
- Schedule meetings, conferences and appointments for assigned administrator; maintain administrator's calendar; arrange travel accommodations as necessary.
- Compile information and data for a variety of reports; organize, type and print reports and other written materials related to assigned office functions.
- Coordinate and compile Board Agenda materials.
- Respond to requests for information from students, staff and the general public regarding District programs, policies, procedures and regulations.
- Type a wide variety of materials such as correspondence, reports, contracts, forms, applications, memoranda and other documents.
- Take and transcribe dictation of minutes, letters and memoranda, including materials of a confidential nature as required by the position; prepare correspondence and memoranda independently or from oral instructions.
- Operate a computer terminal and microcomputer to maintain records and generate reports, lists and other materials; utilize word processing and other software as required.
- Receive, process and route mail; order, issue and maintain department supplies, forms and equipment.
- Train and provide work direction to departmental clerical support staff as assigned; monitor office workflow and assure compliance with established time lines, procedures and standards of quality.
- Perform related duties as assigned.

## **ADDITIONAL DUTIES:**

### Grant writer/coordinator Responsibilities:

- Research and identify grant opportunities from government agencies, foundations, and other funding sources
- Write compelling and persuasive grant proposals, letters of inquiry, and funding applications.
- Collaborate with program managers and leadership to gather necessary information for proposals.
- Develop and maintain a calendar of grant deadlines and ensure timely submission of applications.
- Track submitted proposals and follow up with funders as needed.
- Manage grant reporting requirements, including writing progress reports and ensuring compliance with funder guidelines.
- Maintain organized records of past and current grant applications, funding outcomes, and reporting schedules.
- Stay up to date with best practices in grant writing and fundraising strategies.
- Attend Monthly meeting at NKCES for Grant Consortium
- Attend Technical/Informational meetings for new grants

### Frontline Responsibilities:

- Tracking EILA Hours for EILA Leadership
- Enter Professional Development proposals for the curriculum department
- Assist schools with how to enter their PD proposals into the Frontline program
- Field any questions regarding the use of the program
- Add new people to the PD portion of Frontline
- Assign rights to staff
- Update the proposal form when needed
- Assist in getting a record of staff's PD hours

### Financial Management & Budgeting (liaison for schools and district)

- Process purchase orders and ensure compliance with district and state procurement policies.
- Reconcile budgets by tracking expenditures, verifying transactions, and maintaining financial accuracy. (Pos and travel)
- Generate and analyze MUNIS reports to provide financial insights to school/district leadership.
- Assist in budget preparation by compiling financial data and forecasting expenses.
- Maintain accurate records of financial transactions
- Monitor grant funding and categorical budgets, ensuring expenditures align with grant requirements.
- Process reimbursements for staff purchases and travel expenses.

### Accounts Payable & Vendor Management

- Communicate with vendors to resolve ordering, invoicing, or payment discrepancies.
- Track open purchase orders and follow up on outstanding payments.
- Ensure invoices are coded correctly and approved per district procedures.
- Maintain W-9 forms and vendor compliance records.

### General Administrative & Operational Support

- Serve as the liaison between schools and district finance departments.
- Maintain and update finance-related policies and procedures for school staff.

- Provide training and support to school staff on financial processes concerning PO and travel
- Assist with purchasing and inventory management for school supplies and equipment.
- Ensure compliance with procurement deadlines and purchasing guidelines.
- Place orders for Curriculum
- Reach out to program contacts for program renewals
- Inventory orders when they are received
- Create purchase orders for the curriculum department
- Review purchase orders for curriculum as needed
- Follow up on outstanding invoices or issues related to outstanding payments
- Monitor actual expenses to ensure expenses align with budgeted amounts
- Arrange PD/Travel accommodations for the curriculum office
- Assist with PD/travel for the schools as needed

Assist Director of Districtwide Services with the following:

- Maintain attendance documentation for New Teacher Induction sessions for the school year
- Assist as needed with Belt Team, Recruitment and Retention
- Wildcat Academy preparation

#### Reception & Customer Service

- Greet and assist students, parents, staff, and visitors with professionalism.
- Answer and direct phone calls, take messages, and provide information.
- Maintain a welcoming and organized front office environment.
- Verify and manage visitor check-in using security protocols (e.g., sign-in logs, badges).

#### Administrative Support

- Manage incoming and outgoing mail and deliveries.
- Assist with copying, filing, and distributing documents as needed.

#### Safety & Security

- Enforce visitor policies and ensure all guests follow school security protocols.
- Monitor and respond to emergency calls or situations appropriately.
- Maintain confidentiality of student and staff information.

#### **KNOWLEDGE AND ABILITIES:**

- Modern office practices, procedures and equipment.
- Record keeping and report writing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.

- Operation of a computer terminal and a variety of other office equipment including typewriter, calculator, copiers and dictation equipment.

**ABILITY TO:**

- Perform secretarial and administrative assistance duties.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Type at an acceptable rate of speed.
- Take and transcribe dictation at an acceptable rate of speed.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.
- Meet schedules and time lines.
- Prepare reports by gathering and organizing data from a variety of sources.
- Work confidentially with discretion.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Work efficiently with many interruptions.
- Operate a variety of office equipment including computer terminals, calculator, typewriter, copiers and dictation equipment.
- Make arrangements for meetings and conferences.
- Maintain a variety of files, records and logs.
- Plan and organize work.
- Provide work direction to others as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. preferred, and experience preferred.