

TECH SECRETARY

220- DAY

QUALIFICATIONS:

- Demonstrate above average clerical skills, abilities and aptitude for utilization of varied computer software and hardware including but not limited to: E-mail, Internet, MS Office, MS Access, Excel Spreadsheet, Powerpoint, Desktop Publishing (Adobe Products)
- Ability to make decisions without close supervision, and must be accurate, efficient and capable of handling detailed work assignments
- Excellent public relations skills including courteous, tactful and good verbal communication skills
- Ability to maintain self-control and complete tasks with frequent interruptions
- Proven ability to work independently and self-motivated; also work cooperatively with others
- High school diploma

REPORTS TO:

Direct Supervisor: Tech Center Supervisor

VISION:

The tech secretary performs complex responsible secretarial and clerical functions assisting the teaching, tech and administrative staff, including but not limited to: managing clerical detail and participating in operational aspects of the tech center.

JOB GOAL:

The tech secretary's job goal is to assure the smooth, efficient and accurate operation of the technology center for maximum positive impact on the educational system

PERFORMANCE RESPONSIBILITIES:

- ◆ Assist with the preparing of training materials, communications, and other documents sent out by the Tech Center.
- ◆ Coordinate the Young Authors' Program and other assigned district level programs
- ◆ Assist with the needs of the Professional Development School and district staff development
- ◆ Manage the parent and district calendar of events
- ◆ Coordinate school calendar events and submit items to PCHS Channel 20
- ◆ Assist with budget reports and purchase orders related to the Tech Center, Professional Development School and district professional development

- ◆ Purchasing and inventory of office supplies
- ◆ Manage registration and enrollment of Professional Development Academy, Visitor Days, and other training sessions
- ◆ Performs various related office duties as assigned.

TERMS OF EMPLOYMENT:

Work Day:

Standard Work Day per Contract – 7.5 hours per day

Work Year:

220 days

Bargaining Unit:

Bargaining Unit

Salary and Benefits:

Per contract

EVALUATION:

Performance of this job will be evaluated in accordance with administrative procedures