

Job Title:	Secretary to Director	Wage/Hour Status:	Hourly
Reports to:	Director	Pay Grade:	307
Dept/School.:	Career & Technical Education	Date Revised:	June 19, 2017

Primary Purpose

Work under minimal supervision to provide clerical and general office support.

Qualifications

Education/Certification

High School Diploma/ GED

Special Knowledge/Skills

- Passing scores on District’s clerical test
- Excellent organization, communication, public relations and interpersonal skills
- Ability to record and transcribe minutes of meetings
- Knowledge of computers and software applications
- Ability to coordinate and manage multiple assignments

Experience

Four (4) years related experience

Major Responsibilities and Duties

1. Maintain optimal level of accuracy and accountability for assigned work to ensure compliance with established CTE policies, procedures, and guidelines.
1. Work independently receiving a minimum of detailed supervision and guidance.
2. Schedule appointments, maintains a calendar for CTE Director and arranges travel for CTE professionals.
3. Open and route incoming mail and answer routine correspondence.
4. Coordinate specific work requiring the participation of other departments for Procurement, Treasury Manager, Travel Department and Curriculum & Instruction and Accountability (C&I and Accountability).
5. Maintain, organize, and file department records.
6. Read and route incoming mail.
7. Maintain accurate and current information on CTE personnel in the district; the data is kept by career cluster, CTSO’s and campuses.
8. Supervise clerical staff through assignment of work and instructions from CTE professionals.
9. Perform administrative projects as assigned by CTE and C&I and Accountability.
10. Coordinate CTE trainings and meetings including room locations and equipment required for presentations.
11. Prepare the CTE annual non-discrimination newspaper listing to comply with Program Access under PBMAS.
12. Provide as a back-up for CTE Accounting Clerk as needed.
13. Maintain a positive and ethical business relationship with CTE Teachers, department employees and vendors.
14. Process budget fund transfers, reclassifications, and changes as needed for CDL and travel.
15. Assist the administrators with account balances and with the general ledger look-up when financial issues arise.
16. Process and maintain responsibility for the accuracy of CTE payroll.
17. Manage CTE teacher professional development travel arrangements.
18. Manage CTE CTSO student/teacher travel arrangements.

19. Maintain travel account balances on appropriate spreadsheets.
20. Respond to phone inquiries regarding CTSO's, club fundraising issues and CTE travel expenditures.
21. Verify CTE student academic eligibility for CTSO area/regional, state and national competitions in accordance with UIL rules.
22. Responsible for the proper archiving of CTE travel and CDL records.
23. Maintain responsibility for accuracy and completeness of areas concerned with travel and CDL Labs.
24. Monitor the CTE travel budget and assures an accurate balance.
25. Provide CTE teachers with travel packet information and prepares paperwork and travel packets for all CTSO Student Organizations.
26. Process travel reimbursements for CTE administrators, principals and CTSO's.
27. Coordinate the travel logistics of CTSO's and staff development by communicating with charter bus companies, vehicle rentals and hotels acting as the CTE District Representative.
28. Reconcile travel packets for expenses accrued during CTSO trips and out of town professional development.
29. Process CTE travel requests accurately within defined time regulations set by the district.
30. Arrange travel in compliance with District policies and guidelines.
31. Resolve travel-related discrepancies for CTE teachers, administrators and CTSO Sponsors.
32. Reconcile expense vouchers.
33. Modify CTE travel guidelines annually in accordance with the district travel regulations and communicates policy and procedural changes to all CTE teachers.
34. Prepare cost comparative analysis to substantiate effective and efficient use of CTE District Funds.
35. Provide travel related information/documentation as requested by internal and external auditors.
36. Maintain travel requests and expense vouchers while maintaining compliance with record management requirements.
37. Maintain CDL account spreadsheets.
38. Process requisitions for CDL supplies and equipment.
39. Respond to phone inquiries on policies and procedures regarding the CDL Labs, CTE travel guidelines and CTE bulletins and established policies.
40. Develop and maintain the budget for the 8 CDL Labs.
41. Oversee the budget reconciliation process for CDL and travel accounts.
42. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise assigned personnel

Equipment Used

Personal computers applications, printer, fax machine, copier, typewriter, adding machine and calculator

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress and work with frequent interruptions; irregular hours; repetitive hand motions and prolonged use of the computer.

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.