

JOB DESCRIPTION
Nebo School District

Secretary CTE (Career Technical Education)

Purpose Statement

The job of Secretary CTE (Career Technical Education) is done for the purpose/s of providing clerical support to Career Technical Education personnel; communicating information to staff, the public, and other districts; providing complete and accurate records; and providing information and/or direction as may be requested.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Building Administrator

Essential Functions

- Assists teachers and other personnel in conducting various activities for the purpose of ensuring activities are conducted within district, state, and federal guidelines.
- Compiles data from a variety of sources (e.g. CTE inventory, conference information, equipment requests, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Delivers mail, supplies, messages, etc. for the purpose of disseminating materials and communications to appropriate parties.
- Ensures equipment and materials are available (e.g. ordering tests, delivering test, gathering up, developing summary reports, conducting audit, etc.) for the purpose of complying with the State Requirements for Utah State Skills Test.
- Maintains CTE inventories of supplies and materials for the purpose of ensuring items' availability.
- Maintains a variety of manual and computerized files and records (e.g. billing for trade teachers, travel documents, Utah State Skills Test, etc.) for the purpose of providing documentation in accordance with administrative and legal requirements.
- Monitors records and reconciles bank statements and account balances (e.g. supplies, equipment requests, etc.) for the purpose of ensuring correct accounting procedures are being followed and school expenditures are within the established budget.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of documents and materials (e.g. notes, standardized correspondence, travel documents, handouts, periodic reports, vouchers, etc.) for the purpose of communicating information to school and district personnel, the public, state officials, etc.
- Processes a wide variety of documents and materials for the purpose of disseminating information to appropriate parties.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, phone calls, etc.) for the purpose of providing information facilitating communication among parties and/or providing direction.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; administering first aid; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles, business telephone etiquette, and concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with detailed information/data. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Pre-employment Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt