

WICKENBURG UNIFIED SCHOOL DISTRICT

JOB TITLE: CTE / WDLP SECRETARY

Position Type: Non-Exempt	Department: CTE/WDLP
Salary Schedule: Classified Level IV	Reports to: Digital/CTE Director
Salary Range: \$11.52- \$13.69 per hour	Location: District Office
Term of Employment: 12 Month	Date: 5/6/2015
Shift: Day	Approved by: Human Resources

We are creating excelling schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.

POSITION SUMMARY: To facilitate monitoring and completion of all Career and Technical Education reporting and program requirements to function appropriately. This includes all activities associated with federal, state, and central programming requirements and student needs within this environment.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Submits purchase requisitions; includes obtaining quotes as required;
- Assists with budgeting;
- Revises P.O.'s as needed;
- Transfers funds between accounts when necessary;
- Maintains accurate job records and keeps them up to date;
- Manages state and federal grant changes throughout the fiscal year;
- Classifies, sorts, and files correspondence or other data;
- Operates vehicles in accordance with Arizona Highway Traffic Division regulations as well as Wickenburg Unified School District policies and rules;
- Complies with all rules, regulations and policies of the Governing Board.

MARGINAL DUTIES:

- Other job related duties as assigned by supervisor;
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

OTHER SKILLS/ABILITIES/KNOWLEDGE/ WORK STYLE:

- Must maintain a home telephone or cell phone;
- Ability to use a computer;
- Ability to learn operational and financial software;
- Works cooperatively with all personnel and students;
- Ability to work effectively under time constraints;
- Must be detail-oriented, self-motivated, and able to work independently with minimal supervision;
- Must demonstrate flexibility, common sense, and good judgment;
- Must demonstrate an extremely high regard for confidential and sensitive information;
- Completes assigned tasks and projects in a competent and timely fashion;
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines;
- Communicates effectively with the immediate supervisors, administrators and staff;
- Responds promptly to questions and requests, seeking assistance when appropriate;
- Ability to communicate with and manage students;
- Must be a team player and get along well with others;
- Develops positive working relationships with school staffs and district office staff;
- Must maintain well-groomed appearance;
- Demonstrates a personal professional code of ethics;
- Must be able to comply with District's attendance standards as described in established guidelines;
- The District reserves the right to amend this job description as necessary.

Every Child has Hope, Every Student is a Graduate, Every Graduate has a Dream

JOB TITLE: CTE SECRETARY

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- Maintains valid Arizona Drivers License;
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968;
- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.

EDUCATION AND/OR EXPERIENCE:

- High school graduate or equivalent;
- Excellent public relations skills;
- Ability to work independently;
- Computer skills, i.e. keyboarding, utilizing software programs;
- Good organizational skills;
- Previous experience in an educational setting preferred.

COMMUNICATION SKILLS:

- Speak, read and write in English;
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
- Must use appropriate grammar;
- Ability to communicate effectively;
- Must have legible handwriting.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals for the purpose of tracking time worked accurately.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule format.

PHYSICAL DEMANDS:

- Regularly required to sit, stand and reach with hands and arms, talk or hear and taste or smell;
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls;
- Must be able to walk, and climb or balance, stoop, kneel or crouch;
- May regularly lift and /or move up to 20 pounds;
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate;
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EVALUATION: Annual evaluation by the CTE / WDLP Director in accordance with Board Policy.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. This is a temporary management guide tool, subject to change.

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