

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE October 2000
 LAST REVISION DATE October 2013
 BAND & GRADE B-2-1-4
SUPERINTENDENT REVISED 7/1/2013 B 2 2 5

POSITION TITLE Curriculum and Instruction/Title I Secretary

IMMEDIATE SUPERVISOR Director of Curriculum and Administrative Services

Job Summary (Basic Purpose of Position)

Provide administrative, secretarial and clerical assistance to the Director of Curriculum and Administrative Services.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function		BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
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1.00	PROVIDE ASSISTANCE TO THE DIRECTOR OF CURRICULUM AND ADMINISTRATIVE SERVICES		25%		<u>Knowledge of:</u> 1. District policies and procedures. 2. Applicable state and federal policies and procedures. 3. Location of historical information and past practices. 4. Computer technology. 5. Proper grammar, spelling, and punctuation. 6. Data management systems.	
1.01	Compose and edit correspondence, board letters, agendas, minutes, workshop materials and reports.	A1	W			1.01 Correspondence was typed with accuracy and within established timelines.
1.02	Prepare bulk and daily mailings. Open and screen daily mail.	A1	W			1.02 Mail was sorted, screened and delivered.
1.03	Field incoming telephone calls and answer customer questions or redirect to appropriate staff.	A1	W			1.03 Telephone was answered in a courteous manner and messages were delivered.
1.04	Assist and screen office visitors, answering questions or redirecting to appropriate staff.	A1	W			1.04 Visitors were received in a courteous manner, screened and either assisted or directed to appropriate offices.
1.05	Determine whether or not incoming calls or visits involve confidential information or constitute an emergency situation and ensure	A1	W			1.05 Information was relayed to appropriate administrator in a timely fashion.

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that the appropriate administrator receives immediate notification.					1.06 Appointments were scheduled appropriately.
1.06 Schedule appointments and meetings.	A1	W		<u>Skills:</u> 1. Type at least 65 wpm. 2. Filing 3. Office equipment. 4. MS Office Suite, or equivalent word processing, spreadsheet and database programs. 5. Design and edit reports, forms and other documents. 6. Database management 7. Data extraction and manipulation 8. Electronic data file downloading, uploading and sharing 9. Web page editing <u>Abilities:</u> 1. Provide excellent customer service. 2. Plan and organize. 3. Maintain records. 4. Maintain confidentiality. 5. Communicate effectively through speaking and writing. 6. Work independently. 7. Use time efficiently. 8. Perform under stressful situations and with frequent interruptions.	1.07 Quantitative and qualitative data was collected and accurate reporting was completed.
1.07 Collect quantitative and qualitative data to complete federal, state and/or district reports.	A1	M			1.08 All budgets/accounts are kept up-to-date.
1.08 Monitor budgets and access, filter and print reports on applicable accounts.	A1	M			1.09 Forms are coded correctly and expediently; signed by supervisor, and forwarded to appropriate department.
1.09 Determine appropriate code for requisition forms, pay authorizations, travel vouchers and accounts payable vouchers for staff and applicable departments.	A1	W			1.10 Accurate data reports and documents are written, formatted, printed, copied and distributed in a timely fashion.
1.10 Design various reports, forms, posters, etc. for meetings, presentations, events and accountability purposes for the Minnesota Department of Education and the District.	A1	W			1.11 Accurate information will be reported in a timely manner.
1.11 Analyze data extrapolated from various databases; design or generate financial reports for administration, as requested.	A1	Y			1.12 Outcomes were edited as needed, then printed for Board review. Upon Board approval, the outcomes were saved to the District Office server, posted to the district website, and copies were printed, and distributed to schools.
1.12 Format and edit district curriculum outcomes for print and electronic publication. Ensure that schools and classrooms have copies of current outcomes.	A1	W			1.13 Tutor has accepted assignment, received necessary paperwork and was apprised of any pertinent information on the student and family. Forms were submitted for pay or reimbursement; completed and coded correctly; and forwarded to the appropriate department.
1.13 Place home-tutors for non-IEP homebound students. This requires contacting potential tutors who are qualified for the position; placing them for the job and ensuring they have all necessary information and paperwork to complete the tutoring. Process time sheets and mileage forms for tutor reimbursement.	A1	W			1.14 Families in the district will have received a copy of the calendar. Extra copies are made available at each building in the District.
1.14 Design, print and distribute the district information and event wall calendar.	A1	Y			1.15 The District's annual Systems Accountability Report has been
1.15 Format, publish and distribute the District <i>Systems Accountability Report</i> .	A1	Y			
1.16 Establish and update District website pages					

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1.17	associated with Curriculum, District calendar, Parent Involvement, Reading Well by Grade 3, RtI, Staff Development and Title I. Provide administrative support, secretarial, and clerical services for the Superintendent and Assistant Superintendent in the absence of their assistant/secretary.	A1	A		9. Demonstrate consistent and reliable attendance. 10. Sit for extended periods of time.	formatted, printed, and distributed to families in the school district, published to the District website, and copies sent to the Minnesota Department of Education (MDE) for reporting purposes.
1.20	Organize and maintain curriculum, staff development, and Title I, supplies and files.	A1	W			1.16 Web pages contain current and accurate information.
1.21	Create and manage web-based surveys for the District, individual schools, or committees.	A1	W			1.17 Services are provided to the Superintendent or Assistant Superintendent as needed.
1.22	Manage security user roles and set up user accounts for online data management systems, maintaining confidentiality.		W			1.20 Storage units and files are organized and orderly.
1.23	Populate and maintain curriculum and assessment database systems with student data for administrative and staff use.		M			1.21 Surveys will have been created, disseminated, and analyzed.
			W			1.22 Secure databases are updated with current student information in a timely manner.
						1.23 Secure data files were uploaded to online database systems in a timely manner with student data updated as necessary.
2.00	ASSIST DISTRICT ASSESSMENT COORDINATOR		25%			
2.01	Manage secure databases that contain information regarding state and district assessments. This encompasses handling confidential student data and ensuring accuracy of demographics, assessment scores. etc.	B2	W			2.01 The student database will have current, accurate demographic and assessment information. Confidentiality and security was maintained.
2.02	Manage security user roles, set up user accounts and load new student data for the online data assessment system, maintaining confidentiality.	A1	W			2.02 All users had access to the online system and student data was securely and confidentially maintained.
						2.03 The data on students who were assessed was updated with current and accurate demographic information

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2.03	Manage confidential student data on the MDE and assessment vendor's secure websites, ensuring accuracy; verifying student data and demographic data is consistent between state and local student management databases.	A1	W				through MDE's system and the State's testing vendor data system. Security and confidentiality were maintained.
2.04	Manage and monitor assessment handling, ensuring security and confidentiality: confirm adequate number were ordered; check-in materials pre-test; make sure schools receive materials; check-in materials post-test; get materials to assessment company by deadline for scoring.	A1	W				2.04 The correct numbers of assessment materials have been received by schools. Assessments have been administered. All necessary materials have been sent back to the assessment company.
2.05	Ensure security of assessment materials while in storage and delivery.		W				2.05 Assessment materials have remained secure throughout the assessment process.
2.06	Respond to state test-related questions from building test coordinators.	A1	W				2.06 Building test coordinators or monitors will understand the correct testing process.
2.07	Load confidential student assessment data for new and returning students to the District student management database.	A1	W				2.07 New and returning student assessment data has been entered into the student database, maintaining security and confidentiality.
3.00	MANAGE THE NON-PUBLIC PUPIL AID PROCESS		5%				
3.01	Notify nonpublic and home schools about available Non-public Pupil Aid.	A1	Y				3.01 The non-public schools are aware of available aid for the new school year.
3.02	Collect and review Non-public Pupil Aid reports for all non-public schools.	A1	Y				3.02 Reports will be collected and reviewed for accuracy by designated deadline.
3.03	Determine potential Non-public Pupil Aid funding per non-public schools based on anticipated enrollment and state funding level.	A1	Y				3.03 The amount of funding available to each non-public school accurately calculated.
3.04	Report annually to the Minnesota Department of Education what the actual count of nonpublic pupils is.	A1	Y				3.04 The Minnesota Department of Education will have received an accurate report along with copies of Student Reports by their specified deadline.
							3.05 The deadline has been met for accurate

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3.05	Report annually to the Minnesota Department of Education the Compulsory Instruction Compliance data.	A1	M				reporting to the Minnesota Department of Education.
3.06	Order curriculum supplies for non-public schools making sure they receive their materials.	A1	M				3.06 Non-public schools will have received requested curriculum supplies.
3.07	Monitor designated Non-public Pupil Aid funds to allocate for curriculum and testing materials.	A1	W				3.07 Non-public Pupil Aid funds have been used for curriculum materials or assessments in accordance with state guidelines.
3.08	Collect funds from non-public schools for amounts spent in excess of their allocation.						3.08 Funds have been secured for any curriculum materials and assessments not funded with Non-public Pupil Aid.
3.09	Manage home school records: ensuring annual submissions are received; validating materials procured are within Minnesota State legislative guidelines; and ensuring budgets are not overspent.						3.09 The District has received reports of intention to home school from families; appropriate curriculum materials were purchased; and home schools have not used more than the amount of aid allocated to them.
4.00	PROVIDE DISTRICT DATA WAREHOUSE SOFTWARE SUPPORT		15%				
4.01	Functions as software vendor contact person for assessment data.	A1	W				4.01 Data warehouse vendor representatives were assisted in addressing assessment questions or issues.
4.02	Provide assessment data and any supporting information for District data warehouse.	A1	M				4.02 Vendor has student assessment data files and supporting information.
4.03	Validate and edit District data in the data warehouse.	A1	M				4.03 District and student data is current and accurate in the data warehouse.
4.04	Continually learn data warehousing software, being alert to updates and program changes.	A1	W				4.04 Knowledge of current vendor methods for using the data warehouse system and for staff training.
4.05	Assist with staff training on use of the data warehouse system.		W M				
4.06	Attend vendor System Support training.						4.05 Appropriate District employees receive training using the data warehouse to view data and prepare reports as needed.
4.07	Represent District for receiving vendor software support.		W				
4.08	Provide software support for District staff.						

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4.09	Manage security user roles and set up accounts for District staff.	A1				4.06	Attended vendor System Support training and shared pertinent information with appropriate District staff.
4.010	Build reports for the District.	A1				4.07	System support received and implemented through vendor guidance.
		A1				4.08	Staff has received support on the data warehouse system.
		A1				4.09	Security is maintained assigning user roles and accounts for access to the data warehouse system.
		A1				4.010	Reports were prepared accurately and submitted to requestor in a timely fashion.
5.00	ASSIST TITLE I DIRECTOR		25%				
5.01	Assist the Title I Director with special projects.		W			5.01	Administrative assistance is completed to the satisfaction of the supervisor.
5.02	Maintain Time and Effort records for Title I staff.		M			5.02	Time and Effort sheets are signed and collected from Title I staff and filed.
5.03	Assist Title I staff and parents.		W			5.03	Title I staff and parents are assisted in a timely manner.
5.04	Schedule and arrange Title I Parent Advisory Council (PAC) meetings.		M			5.04	Meetings were well-planned and arranged.
5.05	Record and write PAC meeting minutes.		Y			5.05	Minutes recorded, typed and distributed.
5.06	Edit, copy, and distribute monthly Title I Newsletters.		Y			5.06	The newsletter is distributed within established timelines.
5.07	Load and edit Title I salary data in the online state reporting system, reconciling fiscal year totals.					5.07	Data is entered accurately and within established deadlines. Salary and fringe benefit totals are reconciled with SERVVS.
6.00	PROVIDE SECRETARIAL SUPPORT FOR STAFF DEVELOPMENT COMMITTEE		5%				
6.01	Provide secretarial services for the District Staff Development Committee.		M			6.01	The committee will have received clerical assistance as needed.

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6.02	Schedule and arrange meetings.		M		6.02	Meetings were well-planned and organized.
6.03	Record, type and publicize meeting minutes.		M		6.03	Accurate minutes were distributed to committee members and posted to the district website.
6.04	Organize District Staff Development series of Grant Application submissions.		M		6.04	Grant application was made available to district staff to prepare for submission.
6.05	Revise the district Grant Application per committee guidelines.		Y		6.05	Revisions were made to grant application forms as per the Staff Development Committee.
6.06	Publicize the applications submission window.		M		6.06	Staff have learned of the opportunity to submit grant applications.
6.07	Prepare documents and scoring grids for grant reviews; including the current budget summary.		M		6.07	Staff Development Committee members have received documents and scoring grids to use for the review.
6.08	Send letters of approval or disapproval to grant applicants.		M		6.08	Grant applicants have received regarding the outcome of their application review.
6.10	Publicize approved grants to the district.		M		6.10	The district is informed on approved grants.
6.11	Design and maintain a spreadsheet to track expenditures of grants.		M		6.11	Expenditure spreadsheet has been designed and maintained.
7.0	MISCELLANEOUS		5%			
7.01	Other duties as assigned.		W		7.01	Other duties were performed as requested and to the satisfaction of the supervisor.