



## **FEDERAL PROGRAMS SECRETARY**

### **SUMMARY:**

Under direct supervision of the building principal and Special Services Coordinator, this position provides secretarial support for the various Federal Programs that the District participates in. In addition to typing, filing, and scheduling, this position performs duties such as financial record keeping, coordination of meetings and conferences, obtaining supplies, coordinating direct mailings, and working on special projects.

### **ESSENTIAL FUNCTIONS:**

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Handles various clerical tasks related to special programs, including correspondence, reports, notices, continual record maintenance, and recommendations.
2. Obtains, gathers, and organizes pertinent data as needed and puts it into usable form for the Special Programs Coordinator.
3. Maintains program data as required by the School District, State, and Federal Programs.
4. Places and receives telephone calls and records messages.
5. Orders and maintains supplies as needed.
6. Performs any bookkeeping tasks associated with special programs.
7. Produces, copies, and mails the District newsletter.
8. Welcomes visitors and arranges for their comfort. Provides visitors with requested forms, materials, and program information.
9. Recruits elementary volunteers and maintains volunteer records and files. Organizes volunteer correspondence and activities.
10. Inventory maintenance and librarian duties for the Parent Resource Center Library and Valdez Reads Lending Library. Provide support and library assistance and recommendations for visitors.
11. Work cooperatively with Special Programs Coordinator to organize and maintain multiple student programs, activities, and bulletin boards.
12. Contact and interview federal program families, timely filing of federal reports, organizes and maintains current records and reports.

13. Performs any budgetary tasks associated with the specific position. Reads and tracks budget reports as appropriate.

### COMPETENCIES:

1. Knowledge of how to operate basic office equipment.
2. Knowledge of Microsoft Office, Google Drive, Adobe Creative Cloud programs, and Mac and PC operating systems.
3. Skills in effective communication, time management, and record keeping.
4. Ability to collaborate with other staff members as necessary to complete tasks.
5. Ability to work comfortably with students, staff, parents, and community members from diverse backgrounds, while being responsive to their needs.
6. Ability to maintain strict confidentiality.
7. Ability to manage multiple projects at once and to be flexible in regards to needs that may arise

### SUPERVISORY RESPONSIBILITY:

This position assists in the supervision of parent volunteers.

### WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

### PHYSICAL DEMANDS:

Ability to stand, walk, and sit frequently or for prolonged periods of time. Additional physical abilities include lifting/carrying/pushing/pulling, stooping/crouching, reaching/handling, excessive typing, speaking, hearing conversations, and near/far visual acuity, depth perception, and field of vision.

### POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time position with benefits. Days and hours of work are Monday through Friday, 8:00 a.m. to 3:00 p.m. (7 hours/day). This position operates for 180 days out of the year.

Salary Grade Level B

### TRAVEL:

Some travel may be expected for this position.

**REQUIRED EDUCATION AND EXPERIENCE:**

1. High school diploma or equivalent.
2. Must meet the definition of Federally Qualified Paraprofessional (2-year college degree, 48 college credits, or a passing score on the ParaPro Exam).
3. Two years of successful administrative secretarial experience.
4. Proficiency in Microsoft Office, Google Drive, and In-Design.
5. Strong written and verbal communication skills.

**PREFERRED EDUCATION AND EXPERIENCE:**

N/A

**ADDITIONAL ELIGIBILITY QUALIFICATIONS:**

The successful candidate will be required to present a valid criminal background check upon hire.

**EEO STATEMENT:**

Valdez City School District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status, pregnancy, sexual orientation, or any other basis of discrimination prohibited by local, state, or federal law. This policy will prevail in all matters concerning staff, students, the public, educational facilities, programs, services, and activities, and with whom the district does business.

**OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**SIGNATURE**

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

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Employee

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Date