POSITION DESCRIPTION

TITLE: Secretary to College Career and Technical Education Director
LOCATION: Administrative Service Center
REPORTS TO: Director, College Career & Technical Education
DEPARTMENT: College Career & Technical Education

SUMMARY STATEMENT:
This position serves as the secretary to the Director of College Career & Technical Education (CCTE) and is responsible for performing duties which require strong interpersonal skills, technological expertise, independent judgment, accuracy and knowledge of District policies and procedures. This position includes having access to confidential information pertaining to staff, and students and must maintain confidentiality. This position performs duties such as planning, organizing, and prioritizing work to meet internal and external deadlines.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with administrators, staff, community and business partners for the purpose of participation in CCTE advisories as required by OSPI, in person, by telephone, via email, and in writing.
2. Respond to inquiries from the staff regarding policies and procedures within CCTE.
3. Maintain calendar and schedule of the Director of CCTE, updating staff as necessary.
4. Compose, type, proofread, and finalize curriculum framework materials, grant applications, reports, presentation materials, procedure manuals, and other documents as required.
5. Process all incoming written communication to the Director of CCTE, including confidential documents, make inquiries or obtain additional information (if necessary) before submitting the communication to the Director.
6. Coordinate and assist the Director with meetings, CCTE in-services, workshops, and curriculum visitations at both the State and local levels.
7. Maintain an up-to-date understanding of the overall operation of the CCTE Department.
8. Prepare agendas, necessary handouts, and take and transcribe minutes for CTE meetings as assigned by the Director.
9. Issue PO's, reconcile expenditures, and prepare related documents.
10. Retrieve data as requested from various information systems. Prepare reports for data collection and compliance reporting, maintaining appropriate files.
11. Oversee teacher’s CPR/First Aide certification is current as required by OSPI.
12. Monitor required OSPI CCTE program compliance of instructional frameworks including new course submission and course renewals.
13. Serve as liaison between ASC, Building Career Centers and Registrars to provide assistance on processes (such as enrollment and VOC P210), procedures and functions.
14. Oversee and prepare all documents pertaining to CCTE enrollment reporting and prepare documents for internal and external audits.
15. Work with community colleges to verify dual credit courses and communicate with teaching and career guidance staff for accuracy in articulation agreements.
16. Maintain certified and classified records and serve as backup to CCTE Reporting Coordinator.
17. Develop and coordinate quarterly surveys for teachers to circulate to students regarding student satisfaction with CCTE classes/teachers. Prepare and distribute the individual reposts to staff and teachers.
OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%)
Writing (66-100%)
Sitting (33-66%)
Use of hands and/or arms for repetitive motion (66-100%)

Reaching (Up to 33%)
Hearing (66-100%)
Standing (33-66%)
Lifting/Carrying Up to 30 lbs. (Up to 33%)

Speaking (66-100%)
Bending/Stooping (33-66%)
Acceptable Attendance
Walking (Up to 33%)

MENTAL DEMANDS REQUIRED:
Reading Documents (66-100%)
Verbal Communication (66-100%)
Reasoning (66-100%)
Written Communication (66-100%)
Multiple Concurrent Tasks (66-100%)
Customer Contact (66-100%)
Constant Interruptions (66-100%)

Math (66-100%)
Problem Solving (66-100%)
Detailed Work (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
PC, 10-key calculator, telephone, printer, copy machines, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required)
1. Typing/keyboarding of 50-70 wpm. (Medium range)
2. A minimum of two years of related experience, or equivalent training.
3. Demonstrated proficiency in computer applications, including a Windows environment and related Microsoft applications.
4. Demonstrated ability to produce documents, spreadsheets, presentations, and marketing publications.
5. Demonstrated ability to communicate effectively and possess a positive attitude.
6. Must possess a good math aptitude and recordkeeping skills.
7. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
8. Demonstrated organizational skills and a commitment to follow through.
9. Demonstrated ability to compose written responses to communications, using proper language, spelling, punctuation, and proofreading skills.
10. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
11. Demonstrated ability to maintain confidentiality of sensitive information.
12. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

225 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ___________________________ Date: ________________

District: ___________________________ Date: ________________

Revised Date: 01/02/2018
Classification: Secretarial
Class: Class III
Display on Web? Yes

Secretary to College Career and Technical Education Director