



**JOB DESCRIPTION**

**JOB TITLE: Secretary V (CIA and HR)**

Position Type: <b>Classified</b>	Department: <b>Curriculum, Instruction, and Assessment (CIA) and Human Resources (HR)</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Director of Academics and Assessment</b>
Salary Range: <b>Range 28</b>	
Term of Employment: <b>12 months</b>	Date: <b>July 15, 2022</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

**POSITION SUMMARY:**

Contributes to the efficient operation of the Curriculum, Instruction, and Assessment Department and the Human Resources Department

*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:**

- Performs all secretarial duties for the Director of Academics and Assessment.
- Maintains email, calendar, and schedules appointments for the Director of Academics and Assessment. Provides and receives information requiring some judgment or discretion regarding current and specific business of the work system by telephone, in person, or electronically.
- Assists with setting up and clean-up of CIA meetings.
- Provides assistance to Curriculum, Instruction, and Assessment Specialists (CIAS) and K-3 Literacy/Math Coaches with curriculum materials tracking, curriculum material materials orders, vendor communications, facility reservations, managing sub codes and funding for teacher work teams and trainings, and entering PD attendance into Frontline PD management system
- Communicates and works with parents and school/district staff in regard to problems that may arise that do not require the attention of the Director of Academics and Assessment or CIAS staff.

- Provides back up support to the Secretary to the Deputy Superintendent of CIA.
- Attends committee meetings and creates and/or updates Academic Planning Guide (APG), Grading, Reporting, and Graduation guide (GRAG), Promotion, Retention, Acceleration, Grading guide (PRAG), Middle Level Elective & Exploratory Guide.
- Assists with the management of hotspot requests for campuses and technology devices for CIA department members.
- Assists with the distribution/collection of state assessment materials, maintenance of test security agreements, and organization of assessment training materials and resources.
- Obtains, gathers, and organizes pertinent data, as needed, and puts into usable form.
- Creates and maintains manuals, hard-copy and computerized files, and digital drives and folders.
- Completes travel arrangements and conference registrations for the Director of Academics and Assessment and other department personnel as requested.
- Maintains a calendar for the Director of Academics and Assessment and creates calendar appointments for department staff as requested.
- Assists with the development of and closely monitors department budgets.
- Coordinates the preparation of department professional development, trainings and workshops as directed, including room set-up paperwork, ordering and organizing supplies, materials, copies.
- Assists with department events such as Early Entry Kindergarten Testing, Back-To-School Teacher trainings, district Spelling Bee, Tech Fest, etc.
- Maintains lists of committee members for various special committees and schedules and attends meetings as directed.
- Maintains departmental web pages and portal pages as directed.
- Orders and maintains supplies and materials needed.
- Assists department personnel as necessary; with creating requisitions, absence requests, summer work addenda.
- Monitors student Open Enrollment application system for DVUSD.
- Facilitates Open Enrollment processes for DVUSD Schools and relevant departments.
- Works with supervisor to ensure processes are followed in accordance with Governing Board Policy JFB, Open Enrollment Administrative Management Guidelines and processes.

#### **MARGINAL DUTIES:**

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

#### **SUPERVISORY RESPONSIBILITIES:**

- None.

### **SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.

### **CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

### **EDUCATION AND/OR EXPERIENCE:**

- High school graduate or equivalent.
- Experience in office records, communications work, and experience using computer software: such as, Google Docs/Spreadsheets/Forms/Slides, PowerPoint, Excel, Word, etc.

### **PHYSICAL DEMANDS:**

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk and hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, taste and smell.
- Must occasionally lift and/or move up to 30 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 quiet.

**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.*