



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **Secretary V (Online/Virtual Programing & CTE)**

Position Type: <b>Classified</b>	Department: <b>Curriculum, Instruction &amp; Assessment</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>CTE Director</b>
Salary Range: <b>Range 28</b>	Location: <b>Innovation Center</b>
Term of Employment: <b>12 months</b>	Date: <b>July 15, 2025</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

Assists the CTE Director in efficient operations of all functions of Career & Technical Education.

*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:**

- Provides and receives information requiring some judgment or discretion regarding current and specific business of the work system by telephone or in person.
- Transcribes and types correspondence, reports, minutes, or other recorded narrative from rough draft/dictation, equipment/notes.
- Compiles and prepares various letters, memoranda, forms, files, board agenda items, reports and records from a variety of reference sources requiring some judgment or discretion.
- Prepares composition of various reports and communication for all department functions as directed.
- Support CTE Director, CTE staff, CTE teachers and paraprofessionals with all department functions while ensuring compliance with local, state and federal legislation.
- Provides first line communication for CTE department with internal and external stakeholders.
- Maintains current knowledge of legal requirements for protecting student information.
- Compiles and prepares various CTE forms, files, reports and records from a variety of reference sources.
- Communicate with campus teachers and staff regularly to get required documentation needed at the district level.
- Inputs electronic requisitions, tracks ordering and maintains documentation.

- Work with Finance Grants Clerk to ensure accuracy, compliance, and timeliness.
- Detailed expenditure tracking as required by ADE (Perkins V, CTE State Priority, Governor's Incentive fund), West-MEC (annual allocation and additional grants) and DVUSD (vendor quotes, vendor invoicing, reimbursement of expenses).
- Submit, process, and reconcile purchase orders (POs) for equipment, supplies, services, and travel-related expenses, ensuring compliance with funding source requirements.
- Maintain organized and accurate financial records to ensure compliance with district, state, and federal audit requirements.
- Assist with monitoring and documenting grant-related expenditures in coordination with the CTE Director and district grants management team.
- Support preparation of budget reports and summaries for the CTE Director, administration, and grant compliance purposes.
- Follow up with vendors, staff, and finance department on outstanding invoices, deliveries, and payment discrepancies.
- Detailed inventory tracking to meet Perkins V federal compliance requirements.
- Makes fiscally responsible decisions at all times under direction of CTE Director.
- Complex understanding of Career & Technical Education at the district, local, state and federal level.
- Creates and maintains manual and computerized files.
- Intermediate to advanced use of MS Excel, Adobe Acrobat, Google Drive, iVisions, Power Schools, MS Word, School Wires (Blackboard – for DVUSD website)
- Communicates with parents, students and staff providing general CTE information.
- Assists with the organization and documentation of CTE trainings/workshops and professional development.
- Leadership role on CTE Recruitment and Retention District Level Team
- Assists CTE Director in facilitating CTE Enrollment and Retentions process (22 Satellite & 25 West-MEC Central programs).
- Manages and controls CTE online application process.
- Completes registration rubric selection process with all required documentation with team consisting of CTE staff and counselor(s).
- Collects data on applicants and required placement scores.
- Verifies applications are complete and ready for processing.
- Works with CTE Director and IS&T to review and refine application format and design.
- Initiative in department process improvement and efficiency.
- Opens, separates, prioritizes and distributes mail according to a prescribed plan.
- Communicates registration updates with HS Counselors, HS Registrars, and West-MEC Registrar (Satellite and West-MEC Central programs).
- Prepares weekly enrollment updates (counselors and registrars).
- Maintains daily application updates through the CTE application site.
- Attends staff meetings as required.
- Creates and maintains manual and digital files.
- Maintains and codes CTE SUS forms.
- Assists with the CTE state assessment preparation.
- Monitors and updates CTE financial reports.
- Communicates schedule changes with high school registrars and counselors.
- Assists in the accurate identification and monitoring of students enrolled in CTE. Prepares and submits West-MEC reimbursement documentation.
- Compares CTE data from several sources to ensure accuracy of technical information or other technical documents, using judgment and relying on knowledge of subject material.
- Processes all travel claims for teacher CTE teacher professional development

and CTSO conferences. Serve as the department lead for all CTE staff and student travel coordination.

- Receive, review, and process travel requests, ensuring compliance with DVUSD travel policies and procedures.
- Book conference registrations, lodging, transportation, and other travel arrangements for CTE staff and students. Prepare and submit daily rates , mileage, and substitute requests as required.
- Maintain a detailed travel calendar to track upcoming trips, deadlines, and post-travel documentation Work directly with teachers and other stakeholders to guide them through travel request and reimbursement processes.
- Oversee and maintain the scheduling and booking calendar for the DVUSD Innovation Center.
- Confirm reservations, communicate usage guidelines to staff, and coordinate setup/cleanup as needed.
- Ensure equitable and efficient use of the Innovation Center for CTE, Aspire, Curriculum & Instruction, and other approved programs.
- Serve as the point of contact for Innovation Center scheduling-related inquiries.

#### **MARGINAL DUTIES:**

- Other job-related duties as assigned by the supervisor.
- 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 detailed-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.
- Must have 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.
- Knowledge of Microsoft Office and internet-based applications.
- Knowledge of computer theory, job control language, data communications facilities and equipment.
- Knowledge of operating systems, skill in techniques and procedures of computer operation and data control in electronic data processing.
- Skill in oral presentations, training techniques, and interpersonal relations.

**CERTIFICATES, LICENSES AND REGISTRATONS 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 diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.

**PHYSICAL DEMANDS:**

- This role involves regular standing, reaching, and use of hands and arms to operate office equipment and handle materials.
- Occasionally may require bending, kneeling, or climbing to access files, supplies, or equipment.
- Must occasionally lift and/or move up to 30 pounds.
- Must be able to perform visual tasks that may require clarity of vision at varying distances, color recognition, peripheral awareness, depth perception, and the ability to adjust focus as needed.

**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.*