

Job Description
La Porte Community School Corporation

JOB TITLE: **Curriculum Secretary**

Immediate Supervisor: Assistant Superintendent for Curriculum and Instruction

Summary: The Curriculum Secretary will work as a direct secretary to the Assistant Superintendent for Curriculum and Instruction.

Essential Functions: including, but not limited to, the following:

- Handle professional correspondences for immediate supervisor
- Prepare annual performance report(s) / annual report card
- Prepare curriculum mapping / instructional strategies
- Assist in preparation of corporation in-services
- Prepare itinerant teacher schedules
- Prepare kindergarten handbook
- Compile information related to Kindergarten Round Up
- Early Kindergarten testing
- Prepare Prime Time reports
- Keep track of Project ED time sheets, personnel, grants, and basic information
- Type grants as assigned (Title II Part A, Title V Part B and Title II Part D)
- Summer curriculum work
- Prepare summer school forms, applications and state reports
- Figure textbook rental fees
- Keep track of professional leave requests (Special Education / Curriculum)
- Prepare mileage reports
- Miscellaneous printing/binding/collating
- Project Safe
- Quarterly enrollment and attendance reports
- Other duties as assigned

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential function 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.

Education and/or Experience that is Required: High-school diploma (minimum); previous secretarial experience preferred

Special Skills: Exhibit competency in the following areas: typing, computer application (MicroSoft Word and MicroSoft Excel), offset press knowledge (or willingness to learn), strong math skills, dictation, must have good telephone communication and etiquette, must be able to work well with people in our office and the school community, work cooperatively with your co-workers, and being able to function as a team member is essential.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit in a chair; use hands to handle objects or tools or controls; reach with hands and arms.

The employee must be able to lift and/or move up to 10 pounds and must be able to lift and/or move up to 50 pounds.

The employee should be able to use the following machines, tools, equipment and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen, pencil, tape recorder, telephone, calculator, computer, various computer programs, copy machine, riso machine, collating machine.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to quiet.

Terms of Employment: Twelve month (260) day work calendar – wages to be determined by the Board