

**CRAWFORD CENTRAL SCHOOL DISTRICT
11280 MERCER PIKE
MEADVILLE, PA 16335**

**ADMINISTRATIVE SECRETARY TO THE DIRECTORS OF
CURRICULUM AND EDUCATIONAL TECHNOLOGY INTEGRATION,
GRANTS, FEDERAL PROGRAMS AND COMMUNITY OUTREACH**

QUALIFICATIONS:

1. High school graduate with secretarial experience of one to three years.
2. Demonstrates 80% or above on District approved performance based assessment.
3. Must have understanding and knowledge of computer technology.
4. Must possess excellent personal and public relations skills.
5. Such alternatives to the above qualifications as the Board and/or Superintendent may find appropriate or acceptable.

REPORTS TO: Directors of Curriculum and Educational Technology Integration, Grants, Federal Programs and Community Outreach

JOB GOAL: Collaborates with the Directors of Curriculum and Educational Technology Integration, Grants, Federal Programs and Community Outreach to create an atmosphere of team work to accomplish assigned tasks in order to provide the best educational opportunities for the Administration, Teachers, Students and Parents of the Crawford Central School District.

PERFORMANCE RESPONSIBILITIES:

1. Maintains confidentiality of all discussions, decisions, recommendations, records, and practices.

4.2 – Administrative Secretary to the Directors of Curriculum and Educational Technology Integration, Grants, Federal Programs and Community Outreach

2. Creates and/or maintains all correspondence, information and data as requested.
3. Creates and maintains a filing system.
4. Places and receives telephone calls, and records messages.
5. Orders, processes requisition, and maintains an inventory of supplies, resources and textbooks.
6. Collaborates with the Directors of Curriculum and Educational Technology Integration, Grants, Federal Programs and Community Outreach to create a calendar of appointment, meetings and activities.
7. Maintains poise and tact in all communication with staff, students and public.
8. Creates a welcoming and organized office environment.
9. Prepares materials for presentations and professional development activities and makes conference/workshops arrangements.
10. Prepares and maintains documentation that assists in the delivery, evaluation and record keeping of Title I services.
11. Performs other reasonable duties as are assigned by the Directors of Curriculum and Educational Technology Integration, Grants, Federal Programs and Community Outreach for the wellbeing of the school district.

TERMS OF EMPLOYMENT: Salary and benefits to be determined in accordance with the negotiated agreement between Crawford Central Board of School Directors and Crawford Central Educational Support Professional Association.

EVALUATION: Performance will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-professional personnel by the Directors of Curriculum and Educational Technology Integration, Grants, Federal Programs and Community Outreach.

REVISED: November 20, 2017