

**Roswell Independent School District
Job Description**

Job Title: SECRETARY/ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF FEDERAL PROGRAMS

Reports To: DIRECTOR OF FEDERAL PROGRAMS

General Job Description:

Assist and relieve the Federal Program Staff so they may devote maximum attention to areas of responsibilities to which they have been assigned.

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Follow District policies and administrative rules and regulations.
3. Maintain behavior appropriate to performing and accomplishing assigned duties.
4. Project over-all concern for personal appearance as it relates to job performance.
5. Adhere to the federal guidelines regarding all Title I policies and procedures.
6. Maintain documentation for all Federal Programs and organize and disseminate this information to the appropriate people.
7. Assist the Director in completing reports as may be required by the State Department of Education.
8. Facilitate In-Service arrangements for staff.
9. Provide assistance to parents who seek information regarding the Title I Programs.
10. Process work orders as needed.
11. Make travel arrangements for school district personnel.
12. Provide assistance to parents who may need to file a formal parent complaint.
13. Assist with developing budgets for Title I and school allocations, Migrant grant application, K-3 Plus grant application, and NM Leads to Read grant application.
14. Track Title I and Title II staff, track work agreements, and monitor purchase orders.
15. Upload student data for Migrant and Homeless students into Power School.
16. Complete state and Federal reports for Migrant, Homeless, Neglected & Delinquent, and K-3 Plus programs.
17. Manage and monitor the MSIX and MAPS software programs for Migrant student data.
18. Maintain and keep all files current.
19. Assist and type reports.
20. Gather, file, and disseminate information as may be required.
21. Assist in keeping a true and accurate record of all accounts and budgets as needed.
22. Process purchase requisitions and purchase orders as needed.
23. Greet visitors and staff with positive attitude and respond to their needs. This includes traffic looking for other departments.
24. Receive and place telephone calls and provide telephone support for the Receptionist.
25. Assist preparing, program forms, and evaluation data.
26. Facilitate in-service arrangements for staff.
27. Maintain confidentiality with sensitive matters.
28. Report to work on time and work no less than 7 hours per day.
29. Work independently with very little supervision.
30. Attempt to deescalate parents/staff; listening/visiting with them about their concerns prior to them meeting with administrators.
31. Perform other tasks deemed necessary and appropriate by your supervisor.

Qualifications:

1. High School diploma or GED.
2. Over three years' experience in an administrative clerical position, at least one of which should have been in an educational environment.
3. Knowledge of basic office procedures, current technology; typing/keyboarding; general accounting procedures.
4. Competent with Excel spread sheets, NM Web EPSS, grant writing, and evaluation procedures.
5. Valid Drivers' license and Car Insurance (if traveling from site to site)

SECRETARY/ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF FEDERAL PROGRAMS (CONT'D)

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site visits when needed. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date