

Huron School District 2-2 Job Description

TITLE: Curriculum Secretary

REPORTS TO: Director of Instruction/Others as Assigned

QUALIFICATIONS: Advanced computer skills
Accounting knowledge
Communication and people skills
Ability to create documents for public distribution
Ability to operate office equipment
Ability to multi-task

PERFORMANCE RESPONSIBILITIES:

- Answer, transfer, and relay phone messages.
- Efficiently use Microsoft Word, Excel, Outlook, Publisher, Internet, and DDN software to compose, prepare, and disseminate correspondence, forms, reports, notices, handbooks, flyers, needs assessments, and other documents.
- Classify, sort, and file data in a maintained filing system.
- Process requisitions, accounting, reporting, amendments, reimbursements, and year-end reports for all Title grants, non-public schools grant allotments, and other awarded grants.
- Prepare monthly cumulative trial balance reports for textbooks, staff development, curriculum, libraries, technology, building and grounds, and transportation budgets.
- Prepare statistics, type, and distribute the annual K-12 school district report card in the current form of a school calendar.
- Prepare statistics, type, and prepare the building annual report cards.
- Prepare statistics, type, and prepare the Annual continuous improvement reports.
- Fingerprint all employees, volunteers, and student teachers.
- Order, inventory, distribute, and prepare for shipping to the scoring center the standardized achievement tests, LEP, and writing assessment documents. Assess, report, and distribute scored documents.
- Type and distribute South Dakota state content standard documents, assessment tests, and calculate and prepare outcome test results.
- Obtain college and renewal credit for all class offerings. Prepare flyers, rosters, course syllabi, grade reports for staff development workshops.
- Maintain a current textbook inventory, distribute textbooks as needed, and process new textbook adoptions.

- Coordinate various programs such as bicycle safety, farm tour, etc.
- Receive and process enrollment for the juvenile detention center.
- Allocate funds, distribute budgets, process requisitions, and monthly reports to all libraries and library administrator.
- Prepare, distribute, and collect candidate application forms for the teacher of the year.
- Process vendor invitations, employee letters, and update records of funding for annual employee banquet.
- Provide office assistance to the technology department and the director of building/grounds and transportation departments.
- Assume other duties as assigned.