

JOB DESCRIPTION

Cumberland County School District

Career and Technical Education Secretary /Bookkeeper

Purpose Statement

The job of Career and Technical Education Secretary/Bookkeeper was established for the purpose of providing support to the Career and Technical Education (C T E) program in the public school system. The position works directly for the CTE Director in receiving assignments. Provides direct support of administrative responsibilities and routines with the Career and Technical Education Department responsibilities. Incumbent may be the first staff member encountered by parents or other community members, requiring courtesy and tact. Directly responsible for the bookkeeping and data management for the CTE office. Coordinates a variety of secretarial and administrative duties.

This job reports to Career and Technical Education Director.

Essential Functions

- Provide direct support to the CTE Director and CTE classroom teachers or substitutes in accomplishing educational goals.
- Performs bookkeeping/secretarial duties for assigned personnel where responsibilities of trust and accuracy are important and knowledge of the school and school system is essential.
- Process requisitions and purchase orders for all purchases from Federal Funding , State and Local Funding, and grants, check invoices against items received, and forward invoice to the Finance Department for payment when the transaction is completed.
- Prepare Federal Reimbursement Requests, Career and Technical Education (CTE) Actual Federal Expenditure Report, CTE Final Federal Expenditure Report, Federal Inventory Report. Helps prepare Federal and Local Budget.
- Post hand kept books monthly and also keep a daily record of expenditures in order to have an accurate record of financial balances at all times.
- Organizes, maintains, and assumes custodial responsibilities for files of correspondence, forms, student records, and reports.
- Keep a record of all CTE Student Organizations (CTSO) expenditures.
- Monitors CTE budget expenditures in coordination with Central Services and County Finance Office.
- Contacts product/service providers regarding invoices, product quality, shipping information status, as required.
- Tracks all CTE travel expenditures, monitor travel reports for accuracy and process travel documentation with Finance.
- Tracks all Federal Carl Perkins equipment requests.
- Assists in the application for Federal Carl Perkins Grant fund.
- Applies for Federal Carl Perkins reimbursement on an as needed basis.
- Coordinates the transportation support for CTE activities.
- Assists in the preparation of the systems Local Plan for CTE.
- Maintains an optimistic attitude, projects public relations, maintains honesty, loyalty, and integrity toward the school system, Board of Education and the Administration.
- Assists with consolidation of MIS, competency profiles, concentrators and other appropriate records and reports.
- Assists in the preparation of Career and Technical Education specific reports, grant documentation, inventories and fiscal reports.
- Attends CTE staff meetings and in-service training as required and approved by the CTE Director.
- Receives and directs incoming calls and requests for information.
- Composes and transcribes correspondence, bulletins and memoranda from drafts.

- Greets visitors and directs their inquiries.
- Distributes incoming mail and correspondence.
- Assists with file establishment and maintenance per policy and procedure.
- Coordinates functions with other Central Services administrative support personnel.

Other Functions

- Assumes other special activities and/or responsibilities as assigned by the Career and Technical Education Director for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience Job related experience is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Requirement

This is a non-certified position.

Continuing Educ. / Training

None Specified

Certificates & Licenses

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Schedule O

This is an 11 month (240 day) or 12 month (260 day) position, as assigned to Central Services.