

**Stanwood-Camano School District
Human Resources
Job Description**

TITLE: Secretary I – CTE Staff Secretary

GENERAL SUMMARY

Under the supervision of the Career & Technical Education Director, the CTE Staff Secretary shall provide direct support to CTE staff and students. In addition to providing services with the CTE Department, this support person will assist Technology Staff and the Technology Supervisor in maintaining records, databases, file servers, copiers, printers and associated equipment. The CTE Staff Secretary will coordinate with the CTE Director's Secretary other duties and projects as assigned by the CTE Director or Director's Secretary.

MINIMUM QUALIFICATIONS

Education and Experience

High school diploma or GED (General Education Degree); secretarial training or experience desirable; valid First Aid and CPR certificates required.

Required Knowledge, Skills and Abilities

Knowledge of general office procedures.

Knowledge of filing, and record keeping.

Knowledge and application of safety procedures related to performance responsibilities.

Skills in public relations and confidentiality.

Skills in verbal and written communication.

Skills in computers and all office equipment.

Ability to remain calm in stressful situations.

Ability to be flexible organized and manage time effectively.

Ability to show tact and good judgement.

DUTIES AND RESPONSIBILITIES

The CTE Staff Secretary shall perform part or all of the following duties:

- Provide information to staff, parents, students, and public via phone or in person
- Receipting money for CTE student organizations and flow through accounts.
- Acts as a liaison between the CTE staff, students, district and community
- Create and/or publish documents for CTE staff as requested
- Maintain and order supplies for CTE copiers and printers
- Provide support for technology department and technicians which may include: issuing and tracking confidential SCAN codes, District AUP's, Family Access, student server accounts, staff server accounts, server maintenance for CTE file servers

SUPERVISOR: Career & Technical Education Director

6/22/06