



Little Rock School District

JOB DESCRIPTION

Position Title: Secretary – Title I Administrative Office

Prepared Date: 02/14/2022

JOB GOAL:

To provide secretarial support to the Office of Title I programs.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contract, Pay 802 Grade 07, plus benefit package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. High school diploma required. Associate or bachelor's degree from college or university preferred.
2. Five (5) years experience in public or private sector in secretarial or office management areas.
3. Demonstrated competency in Microsoft programs including Word, Excel, PowerPoint, and other computer software.
4. Evidence of strong skills in meeting and collaborating with the public in a manner that will promote a positive image of the Little Rock School District.
5. Strong interpersonal and customer service skills.
6. Evidence of strong organizational skills.
7. Evidence of strong oral and written communication skills.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Maintains an accurate, up-to-date inventory and record of equipment purchases.
2. Collects and maintains records of Title I Public Meetings and Time and Effort Reports.



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3. Maintains a coordinated working relationship with school building administrative staff, Title I office staff, and other departmental personnel.
4. Assists in processing requisition for Title I schools (34).
5. Assists the Title I Program Manager in maintaining office operations.
6. Assists in planning Parent Involvement activities, such as, Parents Make a Difference Day, School Facilitator meetings, and Parent Leadership Conferences.
7. Makes and receives communication to be disseminated among appropriate parties.
8. Orders Title I materials, supplies, and equipment for Parent Involvement, Private Schools and Neglected and Delinquent facilities.
9. Performs other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.