

Job Description

Job Title: Secretary III CTE & Career Pathways

Supervisor: Instructional Supervisor of CTE & Career Pathways

Pay Grade: 22

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary

The CTE & Career Pathways Program Assistant will provide support for CTE supervisor, instructional specialists, program administrators and teachers to include coordinating professional development; providing Career Pathways opportunities for students that includes work-based learning activities and serving as a secondary testing proctor for industry certification testing to increase accountability and rigor in all CTE & Career Pathways areas.

Essential Duties

1. Maintains and manages local CTE & Career Pathways budget and Perkins grant to include STEM and specialty grants; monitors expenditures and performs analysis on accounts; prepares both special and recurring reports for CTE & Career Pathways Supervisor.
2. Assists with coordinating and monitoring the workload, special projects and community events of CTE & Career Pathways as directed by the Instructional Supervisor.
3. Assists with coordinating work-based learning experiences and activities for NNPS student grades PreK-12 to also include gathering and organizing Cooperative Education (COOP) monthly reports and weekly Career Pathways Internships Programs documents and time sheets; plans and organizes work-based learning opportunities through business, industry and community resources.
4. Processes and schedules district CTE & Career Pathways transportation requests.
5. Maintains and coordinates CTE calendar to include conferences, meetings and professional development activities for CTE & Career Pathways staff members to include managing Professional Development Management System.
6. Coordinates and prepares materials for CTE Advisory Board Meetings, Curriculum Writing, Middle School Roundtables, Industry Certification Testing Trainings and District CTE Professional Development Workshops
7. Assists district Omega Grants Specialist with managing reports for Perkins and specialty grants.
8. Responsible for monitoring, verifying, ordering and disseminating textbooks, industry certification testing vouchers, materials, supplies and equipment for CTE & Career Pathways program.
9. Works with school personnel in verifying distributions and completing payment process for equipment materials ordered for schools.
10. Increases communication with CTE Instructional Supervisor, Instructional Specialists, Lead Teachers and Program Administrators to ensure effective program planning.
11. Prepares and distributes CTE & Career Pathways materials (brochures, posters, etc.); prepares monthly CTE & Career Pathways newsletters.
12. Processes and prepares requisitions, purchase order, travel per diems and check requests.
13. Communicates between central office, departments and schools.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Instructional Supervisor of CTE & Career Pathways.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)

Completion of standard high school diploma with completion of business school or some college courses desirable and three years of administrative experience. Thorough knowledge of standard office practices, procedures, equipment and clerical techniques. Knowledge of business English, spelling and math. Must possess excellent computer skills involving Microsoft Word, Excel, and managing the purchasing process and budget accounts. Must possess the ability to understand and follow oral and written instructions. Must possess the ability to edit memos, tests and other instructional documents. Ability to establish and maintain effective working relationships with others using good judgment, tact, and courtesy. Ability to follow complex oral and written instructions, and work independently. Ability to serve as a team member in a collaborative department suite.

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds; and to bend, stoop, climb stairs, and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

SUPERVISION EXERCISED: None

SUPERVISION RECEIVED: Instructional Supervisor for CTE & Career Pathways

This job description in no way states or implies that these are the only duties to be performed by this employee. The Secretary III will be required to follow any other instructions and to perform any other related duties as assigned by the Career Pathways & CTE Instructional Supervisor and/or other appropriate administrators. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date