

# MASSILLON CITY SCHOOLS

“We are an Equal Opportunity Employer”

Position: Secretary – Federal & State Grants/Career & Technical Education

Classification: Classified

Building: Washington High School

Time Schedule: 12 months : 7:00 am – 3:30 pm

Salary Rate: \$17.06 / HR

Reports to: Federal & State Grants Director, Career & Technical Education Director/Designee

## JOB POSTING

### ESSENTIAL FUNCTIONS

- Possess excellent verbal & written communication skills
- Organizational and analytical skills
- Ability to prioritize & complete tasks independently with time efficient skills
- Proficient in computer skills with experience in Microsoft Word, Excel, PowerPoint, and Access data base
- Willingness to pursue additional training in computer technology Applications & initiatives
- Ability to maintain confidentiality in position access to personal records, accounts, and decisions necessary in the operation of district technology both in written files and electronic media

### RESPONSIBILITIES & DUTIES

#### CAREER AND TECHNICAL EDUCATION

- Maintain schedule, correspondence, communications, and log for Career & Technical Education Department
- Maintain files and data for Massillon City C.T.P.D.
- Answer phone, respond to mail, record messages, and deliver appropriate responses
- Process data and forms
- Maintain inventory and data bases for Career & Technical Education Department
- Write memos and letters via computer
- Process requisitions and purchase orders
- Process & communicate CTE Dept. orders with vendors and companies
- Process & submit applicable CTE Dept. invoicing and billing to accounts payable
- Perform other such duties as assigned by the Director of Career & Technical Education, Assistant Superintendent/Designee

#### FEDERAL/STATE GRANTS

- Work with Assistant to the Treasurer and individual grant coordinators to assure all funds are spent according to grant guidelines and money is in the correct function and object codes in the CCIP
- Process and enter requisitions and keeping accounts of each function and object within each grant in a database (1,000+ yearly)
- Process & communicate State & Federal orders with vendors and companies
- Process & submit applicable State & Federal invoicing and billing to accounts payable
- Assist in compiling and maintaining all applicable records and reports
- Interact in a positive manner with staff, students and parents
- Assist with required grant meetings and in-services

- Assist with completing the district's Comprehensive Continuous Improvement Plan online through the Ohio Department of Education's website
- Assist in maintaining updated and accurate records on each Title I teacher
- Assist with keeping records of student test results, teacher referrals and Title I teacher observations to help identify qualified students
- Assist with writing educational grants for opportunities relevant to the needs of the district
- Perform other duties as assigned by the Federal/State Grant Programs Director
- Assist Technology Director as needed during the non-contracted work days of the 10 month secretary

### **YEARLY DUTIES AND RESPONSIBILITIES**

- Assist Federal/State Programs Director in July with setting up a tentative budget for the year of all grants
- Assist buildings identified in school improvement with Supplemental Educational Services which include arranging a tutoring fair, collecting student applications, contacting SES providers, typing purchase service contracts for the providers, and entering in requisitions for their services

### **QUALIFICATIONS**

- Must have high school diploma or General Education Diploma (GED) – proof required
- Passage of the civil service test
- Successfully completion of a background check

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Demonstrated knowledge or experience in federal/state grants
- Knowledge of educational administration
- Accounting skills
- Excellent computer and work processing skills
- Ability to work in a team environment
- Organizational and problem solving skills

### **EQUIPMENT OPERATED**

- Telephone
- Computer/printer
- Copy machine
- Typewriter
- Calculator
- Paper Shredder
- Fax machine
- Postage machine
- Other equipment as needed

### **ADDITIONAL WORKING CONDITIONS**

- Exposure to blood, bodily fluids, tissues and contagious diseases
- Interactions among unruly children
- Repetitive hand motion, e.g., computer keyboard, typing
- Interruption of duties by students, visitors, staff and/or telephone
- Requirement to work overtime

- Exposure to loud noises
- Requirement to travel

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Updated 3/12/24