

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

SECRETARY, Resource Scheduler

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- One (1) year of experience in clerical or similar position.
- Experience in applying a variety of clerical typing and filing skills to inventory control and scheduling of materials.
- Experience in working with a variety of clients, including teachers, administrators, and parents.
- Knowledge of computer applications, technology, and equipment operation as related to specific job functions.

REPORTS TO Director of Staff Development

SUPERVISES No supervisory duties

POSITION GOAL

To schedule the Staff Development Resource Center facility and maintain the inventory of materials and to design and deliver workshops in which participants create instructional aids for students.

PERFORMANCE RESPONSIBILITIES

1. * Maintain inventory of materials in the Staff Development Resource Center.
2. * Develop models of instructional aids available for reference by district-and school-based personnel.
3. * Prepare appropriate paperwork for ordering of items, when needed.
4. * Assist both district-and school-based personnel with scheduling workshops and individual visits to The Resource Center.
5. * Maintain daily records of participants' activity in The Resource Center.
6. * Monitor the efficient use of instructional materials and serve as liaison with all potential Resource Center clients for and workshop designs..
7. * Maintain accurate records for the assessment and collection of fees from outside visitors.
8. * Assist as back-up for the Technical Assistant.
9. * Monitor the layout of the Resource Center to maintain an efficient work flow, modifying for various workshops as appropriate.
10. Perform other duties as assigned by the Director of Staff Development.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
C-B \$23,301 - \$41,374
M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **15**
EEO-5 Line **50**

Function **6200**
Survey Code **62078**
Job Code **1616**

ADA CODES

2 Light Work
3 A/C/F-I/K-M/O-Q/S-T
4 No adverse conditions

BOARD APPROVED

November 17, 1998