

## **JOB POSTING**

The Weyauwega-Fremont School District has a year round 24 hours per week position for curriculum secretary position available. How to apply: Apply with cover letter, district support staff application (obtained from district website), resume, and references to: Weyauwega-Fremont School District, Attention: Dawn Loughrin., P.O. Box 580, Weyauwega, WI 54983.

**Deadline for accepting application materials will be Until Filled.** Website:

[www.wegafremont.k12.wi.us](http://www.wegafremont.k12.wi.us)

**TITLE: CURRICULUM SECRETARY**

### **QUALIFICATIONS:**

1. Basic administrative assistant skills; i.e., typing, machine transcription, calculation, word processing, and computer applications – Microsoft Office Suite and Publisher
2. Team oriented – strong ability to work independently and cooperatively as part of the curriculum/pupil services office
3. Organizational ability
4. Excellent oral and written communication skills
5. Ability to handle confidential material responsibly
6. Public relations and interpersonal skills
7. Must have a positive attitude and be responsible for maintaining good public relations with staff, students, and the community

**REPORTS TO:** District Administrator and Director of Curriculum and Instruction.

**JOB GOAL:** Provide Director of Curriculum & Instruction with clerical assistance necessary to implement the overall administrative curriculum and instruction and policy functions of the district. Work with all divisions within the district as a necessary function of the curriculum office.

### **JOB RESPONSIBILITIES:**

1. Oversee daily operations of the curriculum center:
  - a. Schedule and coordinate meetings, seminars, teacher in-services, and daily activities of the curriculum office and district professional staff
  - b. Organize and process record maintenance, curriculum based research, and data entry
  - c. Work with personnel and maintain confidentiality
2. Assume responsibility for communication, correspondence and general dissemination of information for Director of Instruction
  - a. Compile all revisions of academic standards. Make bound books for each teacher and administrator in the district

- b. Assist Principals in all phases of summer school preparation, and compile and coordinate information sent to parents and staff. Compile contracts for summer school staff, and prepare surveys for Summer School Coordinator
  - c. Maintain all records of attendance for summer school program and complete PI-1804 Summer School Report for DPI. Distribute report to all administrators and maintain records as per directive of school auditors
3. Compile information and submit annual reports to DPI for the district
  - a. Quarterly compile information for school performance reports
  - b. Prepare final annual school performance report for printing, and distribute to all school personnel and district residents
  - c. Compile and submit Course Offerings Report for DPI
  - d. Compile and submit Annual School Performance Report Data for DPI
4. Compile listing of home-schooled students and distribute periodically to administrators, guidance counselors, and district administrative assistant
5. Process district mail daily
6. Provide backup support for District and Middle School offices
7. Compile information needed for Back-To-School edition and submit information stated below to the Weyauwega Chronicle in a timely fashion:
  - a. Current immunization requirements
  - b. Public release for National School Lunch and Breakfast programs which includes Family Size Income Scales for free & reduced applications
  - c. Fee schedule as approved by the Board of Education
  - d. Transportation Information including Rider Rules and consequences for bad behavior on bus
  - e. Asbestos abatement for the previous school year
  - f. District calendar for new school year
  - g. School supply lists
8. Prepare and distribute monthly breakfast and lunch menus
9. Entitlements – Input purchase requests and maintain records of the expenditures and report to Director of Instruction on budget
10. Consolidated Plan Development – Review and make assigned changes and/or addendums to consolidated plan
11. Assist Director of Instruction and Principals in obtaining samples of textbooks and teacher resources for upcoming adoptions
13. Perform any other duties that may be assigned by Director of Curriculum and Instruction and/or the District Administrator