



Job Title: Grants Secretary

Exemption Status/Test: Non-Exempt

Reports to: Grants Development & Management
Administrator

Date Revised: August 2021

Dept. /School: Curriculum and Instruction

Primary Purpose:

To assist in the routine work activities of a school district department office and provide clerical and administrative services to the Grants team to support the acquisition of grant funding to support educational programs and/or services across the district.

Qualifications:

Education/Certification:

High school diploma or equivalent, from an accredited educational institution
Associates Degree, preferred
CEOP Certification, preferred

Experience:

Three (3) years successful secretarial or bookkeeper experience in an educational setting
Two (2) years successful secretarial or bookkeeper experience in a central office position, preferred

Special Knowledge/Skills:

Good telephone and public relations skills
Strong organizational and interpersonal skills
Working knowledge of basic office procedures and the operation of common office equipment/machines
Strong written and oral communication skills, including grammar and spelling
Proficient in keyboarding, word processing, file maintenance, and other computer skills
Ability to read, analyze, and interpret general business and technical assessment publications
Ability to apply common sense understanding to carry out written, oral, or diagram instructions
Ability to work with numbers in an accurate and rapid manner
Strong ability to focus on details
Ability to work well with a diverse population
Proficiency with KRONOS, Skyward, Excel, and Word, preferred
Bilingual (Spanish), preferred

Major Responsibilities and Duties:

1. Receive visitors and telephone calls; respond to general inquiries about functions of the department, which can be handled without professional staff assistance.
2. Process incoming and outgoing mail, as well as A-location email correspondence.
3. Maintain adequate materials and office supplies for efficient and effective department functions.
4. Utilize office technology (e.g., fax machine, copy machines, electronic staplers/hole punches, etc.) to complete tasks and maintain operational readiness of equipment.
5. Maintain appropriate files and records associated with responsibilities, including department staff attendance records (e.g., Kronos).
6. Compose minutes, correspondence, memoranda, reports, forms, and similar materials in final form and submit to appropriate entity.

7. Coordinate and schedule meetings and/or travel arrangements.
8. Assist with the development of the department budgets and maintain ledger records and other bookkeeping tasks as needed.
9. Prepare and maintain purchase orders, check requests, invoices, reimbursements, etc.
10. Assist department staff with successful completion of grant applications.
11. Provide support as needed to support grant application process, including record keeping and data availability.

Professional Effectiveness

12. Maintain confidentiality and integrity of information handled within the office.
13. Articulate support for the mission, philosophy, strategic plan, goals/objectives, policies, and procedures of Garland ISD.
14. Comply with policies established by state and federal law, State Board of Education rule, and local school board policy.
15. Use effective communication skills to present information accurately and clearly.
16. Complete work efficiently, accurately, and promptly.
17. Show initiative in assuming responsibility for routine office functions, duties, and responsibilities.
18. Relate to staff, students, and parents in ways that convey mutual respect, concern, and high expectations.
19. Demonstrate effective technology skills, including use of appropriate software and keyboarding skills.
20. Demonstrate effective organization skills.
21. Accept responsibility for the care and protection of district property.
22. Perform other duties as assigned.

Personal Effectiveness

23. Determine priorities and maintain office controls to ensure timely accomplishment of assigned tasks.
24. Demonstrate professionalism in dealing with students, parents, community members, and colleagues.
25. Exert a positive influence demonstrating a "can do" attitude and fostering a collaborative work environment.
26. Maintain a problem solving mindset, approaching problems with tact, directness, and integrity.
27. Maintain professional behaviors, including appearance, daily attendance, punctual arrival, and order work space.
28. Maintain mental alertness and physical ability to perform job functions.
29. Demonstrate interest in acquiring new skills and knowledge.
30. Pursue professional development through reading, attending conferences/training, and being involved with related associations and/or organizations.

Supervisory Responsibilities

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Some late hours

Mental Demands: Work with frequent interruptions; coordinate multi-tasks; maintain emotional control under stress; maintain confidentiality as required by FERPA

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.