



Longview Independent School District

JOB DESCRIPTION

SECRETARY TO EAST TEXAS ADVANCED MANUFACTURING ACADEMY/FIELD TRAINER

JOB TITLE:	Secretary to ETxAMA / Field Trainer	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director of Career and Technology Education and Jobs After Graduation Specialist	TERMS:	226 Days
DEPARTMENT:	ETxAMA	PAY GRADE:	Clerical/Par 4

PRIMARY PURPOSE:

Serve as receptionist and provide the clerical services for the department head and other staff of the East Texas Advanced Manufacturing Academy; responsible for providing classroom and behind-the-wheel training and addressing school bus regulations and safety procedures; evaluating bus drivers' knowledge and skills; maintaining required documentation for audit in compliance with State Certification

QUALIFICATIONS:

Education/Certification:

High School diploma or GED

Any combination equivalent to graduation from high school supplemented by training or course work pertaining to school bus driver training and experience in the operation of a school bus.

Equivalency

1. Valid Class "B" Driver's License with "P" and "S" endorsement
2. Texas Driver Instructor Certificate
3. Texas School Bus Driver Training Certificate
4. Blood Borne Pathogens, Fire Extinguisher certificates, First Aid and CPR Certificates

Pre-employment Proficiency Test

Drug and Alcohol testing

Pre-employment Physical Exam

Required Testing Certificates & Licenses Maintain Licenser/Certification

Continuing Education / Training



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QUALIFICATIONS: (continued)

Special Knowledge and Skills:

- Proficient skills in typing, word processing, and file maintenance
- Excellent communications and interpersonal skills
- Ability to use personal computer and software
- Basic accounting and bookkeeping skills

Experience:

Two years secretarial experience, preferably in a public education environment

MAJOR RESPONSIBILITIES AND DUTIES:

1. Receive incoming calls and route to appropriate staff
2. Greet all visitors and respond to routine inquiries from district staff and public
3. Operate personal computer, fax machine, copy machine, postage machine, and phone system
4. Manage office and coordinate clerical/secretarial activities, order supplies and maintain supply records
5. Maintain phone records and messages
6. Receive, sort, and distribute mail and other documents to department staff
7. Maintain accurate and complete purchasing records as required by school board policy, administrative regulations, Texas Education Agency requirements and/or other governing agencies
8. Attend safety meetings and training relating to state and district requirements for the purpose of presenting and/or acquiring information
9. Conduct classroom and behind-the-wheel bus driver training for the purpose of presenting, reinforcing, and/or developing bus driver skills including Texas State Department of Education Core Units
10. Evaluate performance of bus drivers and applicants for the purpose of ensuring that basic skills levels are met and are in compliance with state certification requirements



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

11. Inform bus drivers and applicants (e.g. rules, regulations, laws, procedures, etc.) for the purpose of providing information for follow-up action and/or proper procedures
12. Maintain manual and electronic documents, files and records (e.g. licensing, certificate, and medical expiration dates; cumulative hours; student behavior reports, mileage logs, etc.) for the purpose of documenting activities and/or providing an up-to-date reference and audit trail
13. Oversee bus driver licensing, training requirements and certificate status (e.g. driver's licenses, physicals, drug screenings, CPR/First Aid, etc.) for the purpose of ensuring compliance with all state, federal and administrative requirements
14. Prepare a variety of written materials (e.g. activity reports, training handouts, safety information guidelines, driver evaluations, etc.) for the purpose of communicating information to bus drivers, other district personnel, state officials, etc.
15. Process documents and materials (e.g. citations, referrals, incident reports) for the purpose of disseminating information to appropriate parties
16. Schedule training and testing of bus drivers for the purpose of ensuring compliance with all mandated requirements and regulation
17. Comply with district policies, as well as state and federal laws and regulations
18. Adhere to the district's safety policies and procedures
19. Maintain confidentiality in the conduct of district business
20. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
21. Demonstrate regular and prompt attendance
22. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None



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EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stressful situations; work with multiple deadlines and frequent interruptions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds). The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

EVALUATION:

Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: AUG., 2020