



# Longview Independent School District

## JOB DESCRIPTION COLLEGE & CAREER SECRETARY

<b>JOB TITLE:</b>	College & Career Secretary	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Principal	<b>TERMS:</b>	197 Days
<b>DEPARTMENT:</b>	High School Assigned	<b>PAY GRADE:</b>	Clerical/Par 4

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### PRIMARY PURPOSE:

Ensure efficient operation of school administrative office and provide clerical services for school's administrative staff

### QUALIFICATIONS:

#### Education/Certification:

High School diploma or GED

#### Experience:

One to three years secretarial experience, preferably in public education environment

#### Special Knowledge and Skills:

- Proficient typing, word processing, and file maintenance skills
- Effective organizational, communication, and interpersonal skills
- Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
- Knowledge of basic accounting principles

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist Scholarship Coordinator and Academic College Advisor
2. Monitor office aides and make office aide assignments
3. Assign parking for students and handle student parking fees
4. Early release stickers for students
5. Assist with Prom



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

6. Manage office and coordinate clerical/secretarial activities, order supplies and maintain supply records
7. Schedule office routines and clerical/secretarial work flow
8. Schedule appointments, interview, reserving room/space as required
9. Compose and reply to correspondence not requiring supervisor's personal attention
10. Compile data for reports, gather and interpret information from appropriate sources
11. Utilize numerous data management techniques to enter, edit, print, and file data
12. Comply with district policies, as well as state and federal laws and regulations
13. Adhere to the district's safety policies and procedures
14. Maintain confidentiality in the conduct of district business
15. 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)
16. Demonstrate regular and prompt attendance
17. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

Office aides

### **EQUIPMENT USED:**

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



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### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; 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).

### EVALUATION:

Paraprofessional Evaluation

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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: May, 2017