



# Longview Independent School District

## JOB DESCRIPTION SECRETARY FOR CHILD CARE

<b>JOB TITLE:</b>	Secretary for Child Care	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Director of Child Care	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Child Care Center	<b>PAY GRADE:</b>	Clerical/Par 4

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### PRIMARY PURPOSE:

Provide clerical support for the principal and campus staff

### QUALIFICATIONS:

#### Education/Certification:

High School diploma or GED

#### Experience:

Two years of secretarial experience, preferably in public education environment

#### Special Knowledge and Skills:

- Proficient in computer skills
- Excellent interpersonal and oral and written communication skills
- Multi-tasking, detailed oriented
- Fluent in Spanish and English
- Ability to work in multicultural environment

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Manage office and coordinate clerical/secretarial activities, order supplies, and maintain supply records
2. Schedule office routines and clerical/secretarial work flow
3. Schedule appointments, interview, reserving room/space as required



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

4. Compose and reply to correspondence not requiring supervisor's personal attentions
5. Compile, maintain, and file all reports, records, and other documents required
6. Perform bookkeeping tasks and monitor financial expenditures
7. Comply with district policies, as well as state and federal laws and regulations
8. Adhere to the district's safety policies and procedures
9. Maintain confidentiality in the conduct of district business
10. 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)
11. Demonstrate regular and prompt attendance
12. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

None

### **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); ability to attend to detail; maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



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### **WORKING CONDITIONS: (continued)**

#### **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**