



Longview Independent School District

JOB DESCRIPTION

SECRETARY FOR SUPERVISOR OF ADMINISTRATIVE/PUPIL SERVICES

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|--------------------|---|--------------------------|----------------|
| JOB TITLE: | Secretary for Supervisor of Administrative/Pupil Services | WAGE/HOUR STATUS: | Non-Exempt |
| REPORTS TO: | Supervisor of Administrative/Pupil Services | TERMS: | 226 Days |
| DEPARTMENT: | Administrative/Pupil | PAY GRADE: | Clerical/Par 4 |

PRIMARY PURPOSE:

To provide clerical support for Supervisor of Administrative and Pupil Services Department

QUALIFICATIONS:

Education/Certification:

High School diploma or GED

Special Knowledge and Skills:

- Strong computer skills to include Microsoft Access, Microsoft Word, Excel, Outlook, and Front Page or other web authoring software, and Adobe Acrobat
- Three years of secretarial experience, preferably in public education environment
- Proficient in establishing and working with databases (defining fields and formulas), graphs, charts, and mail merge
- Payroll and budgeting experience, preferred
- Strong interpersonal relationship skills
- Multi-tasking; detailed oriented
- Strong oral and written communication skills
- Editing experience preferred
- Fluent in Spanish and English, preferred
- Ability to work in multicultural environment
- Conflict resolution skills

Experience:

Three years or more advanced secretarial experience with extensive contact; prefer prior experience in executive office of public school district



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MAJOR RESPONSIBILITIES AND DUTIES:

1. Organize and manage the routine work activities
2. Perform varied typing tasks in the preparation of correspondence, forms, reports, etc.
3. Compile information for preparing various reports for the department
4. Receive, sort, and distribute mail and other documents
5. Maintain a filing system for the documents used in department services
6. Ensure confidentiality
7. Perform bookkeeping tasks and monitor financial expenditures
8. Keep informed of and comply with all state and district policies and regulations concerning primary job functions
9. Prepare for and schedule meetings as needed
10. Data entry
11. Edit material for publications
12. Provide input into the design of transfer forms
13. Assist parents with transfers and attendance zone information
14. Prepare information and agendas for Board meetings relating to transfers
15. Maintain database information on students as required
16. Produce purchase orders to support the acquisition of supplies, materials, and clothing for Homeless students
17. Reconcile financial information received in billing invoices relating to Homeless students
18. Assist parents with Dual Resident, Separate and Apart, and Power of Attorney forms



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

19. Performs duties for Assistant Superintendent of Administrative and Pupil Services when secretary is absent: check and distribute mail; do both security payrolls; answer both phones and take messages; any other duties assigned
20. Performs duties at Front Desk (Receptionist) when needed: sort and distribute mail to various departments in the building and all campuses; answer switchboard and distribute calls; greet/assist people coming into the building; process mail to the post office from within the district (letters, packages, certified)
21. Comply with district policies, as well as state and federal laws and regulations
22. Adhere to the district's safety policies and procedures
23. Maintain confidentiality in the conduct of district business
24. 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)
25. Demonstrate regular and prompt attendance
26. 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); 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

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, 2019