



Longview Independent School District

JOB DESCRIPTION

SECRETARY TO ASSISTANT PRINCIPAL – MIDDLE SCHOOL

JOB TITLE:	Secretary to Assistant Principal – Middle School	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Principal	TERMS:	207 Days
DEPARTMENT:	Campus Assigned	PAY GRADE:	Clerical/Par 3

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
- Bilingual, preferred

MAJOR RESPONSIBILITIES AND DUTIES:

1. Prepare written correspondence forms, schedules, or reports as requested
2. Prepare instructional materials, meeting agendas, honor rolls, graduation lists, and campus communication as requested
3. Maintain school calendar of events



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

4. Schedule meetings and appointments and maintain calendar for the assistant principals
5. Maintain and record LAPP students; keep up-to-date records on expectant students
6. Inform necessary personnel; keep an accurate record on PRS & PEP students for reports
7. File truancy on students (activate paperwork)
8. At Risk Reports every six weeks
9. Verify attendance for the Texas Department of Human Services and other services
10. Send for students for discipline purposes and enter information in computer
11. Distribute tardiness; assign D-Halls; do necessary paperwork
12. Type OCS assignments; notify appropriate personnel
13. Student Coding
14. Process ARD invitations and send to appropriate parties
15. Distribute and collect free lunch forms and school insurance forms; process and send to appropriate personnel
16. Assist teachers with information pertaining to Special Education students
17. Assist SRO officer with students and parents
18. Assist probation officers and judge offices with records of attendance, grades and discipline
19. Process paperwork for ABLE or ECAS
20. Assist students, teachers, and parents as needed
21. Receive incoming calls, take reliable messages, and route to appropriate staff



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

22. Answer phone calls for Spanish speakers and translate
23. Translate all parent letters for JSA
24. Translate for the ESL program, complete ESL paperwork and enter required data
25. Run weekly, six weeks and yearly reports for discipline
26. Enter all discipline for Assistant Principals
27. Mail outs, parent contact, translating with parents, translating printed items for Assistant Principals and teachers
28. Collect ISS information and DADE information for scheduling student and parent meetings
29. Saturday School list
30. Collect money for Saturday School
31. Maintain physical and computerized files including inventory of school and office supplies, mailing lists, student records, visitor logs, and office communication
32. File student folders
33. Other clerical duties assigned
34. Receive, store, and issue supplies and equipment
35. Perform routine bookkeeping tasks including simple arithmetic operations to maintain campus budget records
36. Sort, distribute, or deliver mail and other documents
37. Administer medication to students, check temperatures, and notify parents of student illness in nurse's absence
38. Comply with district policies, as well as state and federal laws and regulations



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

39. Adhere to the district's safety policies and procedures
40. Maintain confidentiality in the conduct of district business
41. 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)
42. Demonstrate regular and prompt attendance
43. 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

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).



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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., 2019