



# Longview Independent School District

## JOB DESCRIPTION

# SECRETARY TO ASSISTANT PRINCIPAL AND COUNSELOR - MIDDLE SCHOOL

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

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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:

#### Records, Reports, and Correspondence

1. Prepare written correspondence forms, schedules, or reports using typewriter or personal computer
2. Prepare instructional materials, meeting agendas, and campus communication as requested, using typewriter or personal computer



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### Records, Reports, and Correspondence (continued)

3. Maintain records for substitute teachers
4. Call substitute teachers and keep up with who comes; compile information and submit to central office
5. Assist as needed in maintaining school calendar of events
6. Schedule meetings and appointments and maintain calendar for assistant principal
7. Verify attendance for the Texas Department of Human Services and other services
8. Send for students for discipline purposes and enter information in computer
9. Distribute tardiness; assign D-Halls; do necessary paperwork
10. Type OCS assignments; notify appropriate personnel
11. Process ARD invitations and send to appropriate parties
12. Distribute and collect free lunch forms and school insurance forms; process and send to appropriate personnel
13. Assist teachers with information pertaining to S.E. students
14. Assist SRO officer by sending for students
15. Assist probation officers
16. Supply Judge Fort with records of attendance, grades, and discipline; assist the District Attorney's Office as needed
17. Process paperwork for ABLE or ECAS
18. Maintain Leavers Book for audit; involves documenting all activities of withdrawn students, sending of records, etc.



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### Reception and Phones

19. Assist students, teachers, and parents as needed
20. Receive incoming calls, take reliable messages, and route to appropriate staff

#### Files

21. Maintain physical and computerized files including inventory of school and office supplies, mailing lists, student records, visitor logs, and office communication
22. File student folders

#### Accounting Inventory

23. Receive, store, and issue supplies

#### Other

24. Sort, distribute, or deliver mail and other documents
25. Maintain copier; make sure it is kept in running condition
26. Administer medication to students, check temperatures, and notify parents of student illness in nurse's absence
27. Comply with district policies, as well as state and federal laws and regulations
28. Adhere to the district's safety policies and procedures
29. Maintain confidentiality in the conduct of district business
30. 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)
31. Demonstrate regular and prompt attendance



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### SUPERVISORY RESPONSIBILITIES:

Monitor the work of clerical aides

### 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).

### 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