



Longview Independent School District

JOB DESCRIPTION

SECRETARY TO ASSISTANT PRINCIPAL/ATTENDANCE CLERK – HIGH SCHOOL

JOB TITLE:	Secretary to Assistant Principal/Attendance Clerk	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Assistant Principal	TERMS:	197 Days
DEPARTMENT:	High School	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

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, honor rolls, graduation lists, 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 daily teacher attendance log and records for substitute teachers
4. Monitor and process personnel time records including leave requests and reports; compile information and submit to central office
5. Maintain school calendar of events
6. Schedule meetings and appointments and maintain calendar for principal
7. Maintain and record LAPP students; keep up-to-date records on pregnant students
8. Inform necessary personnel; keep an accurate record on PRS & PEP students for reports
9. File truancy on students (activate paperwork)
10. Verify attendance for the Texas Department of Human Services and other services
11. Send for students for discipline purposes and enter information in computer
12. Distribute tardiness; assign D-Halls; do necessary paperwork
13. Type OCS assignments; notify appropriate personnel
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 S.E. students
17. Assist SRO officer by sending for students
18. Assist probation officers
19. Supply Judge Fort with records of attendance, grades, and discipline
20. Process paperwork for ABLE or ECAS



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Reception and Phones

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

Files

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

Accounting Inventory

25. Receive, store, and issue supplies and equipment
26. Perform routine bookkeeping tasks including simple arithmetic operations to maintain campus budget records

Other

27. Sort, distribute, or deliver mail and other documents
28. Administer medication to students, check temperatures, and notify parents of student illness in nurse's absence
29. Comply with district policies, as well as state and federal laws and regulations
30. Adhere to the district's safety policies and procedures
31. Maintain confidentiality in the conduct of district business
32. 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)
33. Demonstrate regular and prompt attendance
34. Other duties as assigned



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SUPERVISORY RESPONSIBILITIES:

Monitor the work of campus secretaries and 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

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: APRIL, 2020