



Longview Independent School District

JOB DESCRIPTION SECRETARY TO DEAN OF INSTRUCTION HIGH SCHOOL

JOB TITLE:	Secretary to Dean of Instruction	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Dean of Instruction and Principal	TERMS:	197 Days
DEPARTMENT:	Longview High School	PAY GRADE:	Clerical/Para 4

PRIMARY PURPOSE:

Ensure efficient operation of the Dean of Instruction's office and provide clerical services for the Dean of Instruction

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. Schedule meetings and appointments and maintain calendar for the Dean of Instruction



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Records, Reports, and Correspondence (continued)

3. Knowledge and distribution of Scholarship information to seniors
4. Typing recommendation letters for seniors; newsletter, and awards program
5. Responsible for enrolling and withdrawing all students
6. Data entry and maintain records

Reception and Phones

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

Files

9. Update handbooks, policy manuals, and other documents as assigned

Accounting and Inventory

10. Receive, store, and issue supplies and equipment

Other

11. Sort, distribute, or deliver mail and other documents
12. Comply with district policies, as well as state and federal laws and regulations
13. Adhere to the district's safety policies and procedures
14. Maintain confidentiality in the conduct of district business
15. 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)
16. Demonstrate regular and prompt attendance
17. Other duties as assigned



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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).

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, 2017