



Longview Independent School District

JOB DESCRIPTION

SECRETARY TO DIRECTOR – EAST TEXAS MONTESSORI PREP ACADEMY

JOB TITLE:	Secretary to Director East Texas Montessori Prep Academy	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director	TERMS:	226 Days
DEPARTMENT:	East Texas Montessori Prep Academy	PAY GRADE:	Paraprofessional 5

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. Maintain a daily teacher attendance log and records for substitute teachers



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Records, Reports, and Correspondence (continued)

3. Monitor and process personnel time records including leave requests and reports; compile information and submit to central office
4. Maintain a log of visitors to school
5. Maintain school calendar of events
6. Maintain student attendance, tardies, sign in and out documents, discipline records, etc.
7. Schedule meetings and appointments and maintain calendar for Director of Early Childhood
8. Create forms, letters, and templates for Director of Early Childhood
9. Inventory all Montessori and Head Start materials, supplies, and equipment purchased

Reception and Phones

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

Files

12. Maintain physical and computerized files including inventory of school and office supplies, mailing lists, student records, visitor logs, and office communication
13. Update handbooks, policy manuals, and other documents as assigned

Accounting Inventory

14. Receive, store, and issue supplies and equipment
15. Perform routine bookkeeping tasks including simple arithmetic operations to maintain campus budget records
16. Prepare and make cash deposits for activity account(s); may be responsible for maintenance of activity checkbook(s) and ledger(s)



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Other

17. Sort, distribute, or deliver mail and other documents
18. Comply with district policies, as well as state and federal laws and regulations
19. Adhere to the district's safety policies and procedures
20. Maintain confidentiality in the conduct of district business
21. 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)
22. Demonstrate regular and prompt attendance
23. 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); ability to attend to detail; 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: APRIL, 2020

