



JOB DESCRIPTION

SECRETARY TO DIRECTOR OF INSTRUMENTAL MUSIC

JOB TITLE:	Secretary to Director of Instrumental Music	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director of Instrumental Music	TERMS:	187 Days (Part-Time)
DEPARTMENT:	Band Program	PAY GRADE:	Clerical/Para 4

PRIMARY PURPOSE:

Ensure efficient operation of the instrumental music office and provide clerical services for the Director of Instrumental Music

QUALIFICATIONS:

Minimum Education/Certification:

High School diploma or GED

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 word processing
- Knowledge of basic accounting principles

Minimum Experience:

One to three years secretarial experience, preferably in public education environment

MAJOR RESPONSIBILITIES AND DUTIES:

Records, Reports, and Correspondence

1. Prepare written correspondence forms, schedules, or reports
2. Order office supplies
3. Assist with requisition and purchase orders



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Records, Reports, and Correspondence (continued)

4. Maintain band events calendar
5. Manage instrument rentals
6. Keep up-to-date schedules for all band events
7. Schedule meetings and appointments and maintain calendar for Director

Reception and Phones

8. Receive incoming calls, take reliable messages, and route to appropriate staff

Files

9. Maintain physical and computerized files including inventory of office supplies, mailing lists, and office communication

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