



# Longview Independent School District

## JOB DESCRIPTION **SECRETARY TO PRINCIPAL — MIDDLE SCHOOL**

<b>JOB TITLE:</b>	Secretary to Principal Middle School	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Campus Principal	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Middle School Assigned	<b>PAY GRADE:</b>	Clerical/Par 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. Prepare instructional materials, meeting agendas, honor rolls, graduation lists, and campus communication as requested, using typewriter or personal computer



# Longview Independent School District

## **JOB DESCRIPTION** **SECRETARY TO PRINCIPAL —** **MIDDLE SCHOOL**

### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

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

3. Maintain a 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 a log of visitors to school
6. Maintain school calendar of events
7. Schedule meetings and appointments and maintain calendar for principal

#### **Reception and Phones**

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

#### **Files**

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

#### **Accounting Inventory**

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



# Longview Independent School District

## **JOB DESCRIPTION** **SECRETARY TO PRINCIPAL –** **MIDDLE SCHOOL**

### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

#### **Other**

15. Sort, distribute, or deliver mail and other documents
16. Comply with district policies, as well as state and federal laws and regulations
17. Adhere to the district's safety policies and procedures
18. Maintain confidentiality in the conduct of district business
19. 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)
20. Demonstrate regular and prompt attendance
21. Other duties as assigned

### **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



# Longview Independent School District

## **JOB DESCRIPTION** **SECRETARY TO PRINCIPAL –** **MIDDLE SCHOOL**

### **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: May, 2017**