



# Longview Independent School District

## JOB DESCRIPTION

### SECRETARY TO PRINCIPAL – HIGH SCHOOL

<b>JOB TITLE:</b>	Secretary to Principal - High School	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Principal	<b>TERMS:</b>	197 Days
<b>DEPARTMENT:</b>	High School Assigned	<b>PAY GRADE:</b>	Clerical/Par 6

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#### 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 or reports using typewriter or personal computer
2. Prepare instructional materials, meeting agendas, graduation lists and commencement programs, 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. Monitor and process personnel time records including leave requests and reports; compile information and submit to central office; enter "Absent From Duty" forms on all faculty members into time clock
4. Maintain school calendar of events
5. Schedule meetings and appointments and maintain calendar for principal

#### Reception and Phones

6. Assist students, teachers, and parents as needed
7. Receive incoming calls, take reliable messages, and route to appropriate staff when relieving campus clerk

#### Files

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

#### Accounting Inventory

10. Receive and store supplies and equipment for principal office
11. Perform routine bookkeeping tasks including simple arithmetic operations to maintain campus budget records

#### Other

12. Sort, distribute, or deliver mail and other documents
13. Prepare and type morning announcements
14. Update and maintain faculty mailboxes and files
15. Secure substitutes during the school day



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### Other (continued)

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:

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



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### WORKING CONDITIONS: (continued)

#### Physical Demands/Environmental Factors:

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

### EVALUATION:

Paraprofessional Evaluation

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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, 2013**