



Job Title: Campus Secretary

Wage/Hour Status: Non-exempt

Reports To: Principal

Pay Grade: CP/4, CP/5, CP/6

Dept./School: Assigned Campus

Revised: 4/11/2024

Primary Purpose:

The role of the campus secretary is to manage and maintain a well-organized office, have good communication skills between the campus, and community and demonstrate proficiency in the use of all office equipment.

Qualifications:

Education/Certification:

High school diploma or equivalency

Special Knowledge/Skills:

Proficient word processing and file maintenance skills

Efficient 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

Experience:

1 – 3 years of secretarial experience, preferably in an educational environment

PERFORMANCE RESPONSIBILITIES:

- Support board and administrative policies and decisions.
- Maintain professional work environment through a positive attitude, punctuality, regular attendance, phone etiquette, and personal appearance.

General:

- Prepare written correspondence, forms, schedules or reports using personal computer.
- Prepare instructional materials, meeting agendas, honor rolls, and campus communication as requested
- Maintain a daily teacher attendance log and records for substitute teachers.
- Monitor and process personnel time records including leave requests and reports. Compile information and submit to central office according to established deadlines.
- Maintain a school calendar of events.
- Assist students, teachers and parents as needed.
- Receive incoming calls, take reliable messages and route to appropriate staff.
- Maintain physical and computerized files including mailing lists, student records, visitor logs and office communication.
- Up-date handbooks, policy manuals and other documents as assigned.
- Perform routine bookkeeping tasks including simple accounting operations to maintain campus budget records.
- Prepare and process requisitions and warehouse forms.



- Collect, verify and submit travel reports.
- Send and receive faxes.
- Receive, store and issue supplies and equipment.
- Prepare and make cash deposits for activity account(s). May be responsible for maintenance of activity checkbook(s) and ledger(s).
- Assist with coordination of faculty meetings and campus activities.
- Assist with campus budget preparation.
- Maintain inventory of fixed assets, equipment and supplies.
- Sort, distribute or deliver mail or other documents.
- Administer medication to students, check temperatures and notify parents of student illness in nurse's absence.

Other:

- Maintain confidentiality.
- Perform other duties as assigned by the Principal/Designee:

SUPERVISORY RESPONSIBILITIES: Clerical aides, student aides and volunteers

WORKING CONDITIONS:

TOOLS & EQUIPMENT: computer, copier, printer, phone, fax machine, typewriter, LCD projectors, calculator, laminator

MENTAL DEMANDS: maintain emotional control under stress
work with frequent interruptions

PHYSICAL DEMANDS: ability to walk, stand, stoop, kneel
sit for long periods of time
hear well
good visual acuity
speak clearly
repetitive hand motions
Prolonged use of computer

ENVIRONMENTAL FACTORS: Exposure to communicable diseases

Wage/Hour Status: Non-exempt

Pay Grade: CP/4, CP/5, CP/6

The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

I understand I work for Abilene ISD and assigned to the _____ Department. The foregoing statements describe the general role and responsibilities assigned to this job. I understand this is not an exhaustive list of all responsibilities and duties that may be assigned; other duties may be assigned as needed.



EMPLOYEE SIGNATURE _____ Date: _____