Job Title: Secretary to Associate Principals

Wage/Hour Status: Non-Exempt

Reports To: Associate Principals

Pay Grade: Clerical-Paraprofessional -5

Dept./School: Assigned High School

Revised: 06/2025

Primary Purpose:

Under moderate supervision organize and manage the routine work activities of Associate Principals and provide clerical services to professional staff and contributes significantly to student success. Work with 4 or 5 associate principals completing any tasks requested by them and assist in maintaining a positive and productive atmosphere for a well-run office.

Qualifications:

PERSONAL QUALIFICATIONS:

1. Must be honest, dependable, of good moral character, self-starter, require little or no supervision, trustworthy and responsible.
2. Must present a professional appearance.
3. Must be able to maintain confidentially.
4. Must be able to work in fast-paced, stressful environment.
5. Must possess excellent communication skills.
6. Must be a good listener.
7. Must be a people person.
8. Must be punctual, have positive attitude and lots of patience.

PROFESSIONAL QUALIFICATIONS:

Education/Certification: High School Diploma or equivalency

Special Knowledge/Skills: Secretarial, accounting, telephone etiquette, computer knowledge, good organizational skills, ability to work with frequent interruptions, loyalty and dependability, be flexible, work with all types of students and people.

Experience: 2 – 5 years prior school district administration experience.

Performance Responsibilities and Duties:

1. Correspondence, reports, memos, and etc. for 4 or 5 associate principals.
2. Helping with the Faculty Parking.
3. Answering multiline phone.
4. Taking messages.
5. Sell student parking passes.
6. Handle the substitutes for entire campus and handle the paperwork for the substitutes and employees.
7. Call SubFinder with the absences.
8. Make sure that all classes are covered when there are not enough substitutes.
9. Have Substitute phone at home for teachers to call to report an absence any time day or night.

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10. Get the necessary substitute paperwork to Payroll in a timely manner.
11. Handle the Leave of Absences and returns for all campus employees.
12. Handle paperwork for Workman's Comp cases.
13. Enter in the computer the ISS and RAC forms and distribute to the teachers. Upon return of these forms & work from the teachers, send to ISS and RAC.
14. Measure for letter jackets and complete necessary form.
15. Step in for the principal's secretary when she is out.

Supervisory Responsibilities: Supervise and evaluate the work of the substitutes

Mental Demands/Physical Demands:

TOOLS & EQUIPMENT: Computer, printer, typewriter, copier, fax machine, calculator, multiline phone system, laminator, and radio communications equipment.

MENTAL DEMANDS: Maintain emotional control under stress.
Work with frequent interruptions.

PHYSICAL DEMANDS:

1. Lifting from 15 to 45 pounds
2. Carrying from 15 to 45 pounds
3. Sitting
4. Standing
5. Walking over the campus
6. Stooping
7. Kneeling
8. Repetitive hand motions
9. Hearing
10. Speaking clearly
11. Visual acuity

ENVIRONMENTAL FACTORS: Exposure to noise and communicable diseases

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Pay Grade: Clerical-Paraprofessional -5

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: _____