

BRAZOSPORT ISD JOB DESCRIPTION

Campus



Job Title: Secretary to the Principal

Reports to: Principal

Dept./School: Assigned Campus

Employment Type: Nonexempt

Pay Grade: Clerical/Para 4

Days: ES - 209; MS - 219; IS - 229; Alt - 219; DAEP - 229

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

Special Knowledge/Skills:

- Proficient keyboarding and file maintenance skills
- Ability to use software to develop spreadsheets, databases, and do word processing
- Ability to maintain accurate and auditable records
- Knowledge of basic accounting principles
- Ability to follow verbal and written instructions
- Ability to perform a variety of tasks often changing assignment on short notice
- Effective organizational, communication, and interpersonal skills

Experience:

- 1 – 2 years office experience preferred

General Employee Requirements:

- Regular attendance and punctuality
- Support and align work with the mission, vision, and beliefs of the district.
- Follow and support board policies in areas of related responsibility.
- Ensure district resources are managed effectively to maximize resources for student learning.
- Share in the development and implementation of district success plans
- Actively participate in ongoing development to improve work quality and district contribution.

BRAZOSPORT STATEMENT OF NONDISCRIMINATION:

It is the policy of Brazosport ISD not to discriminate or engage in harassment on the basis of race, color, national origin, sex, religion, age, disability, or any other legally protected status in its educational and vocational programs, services or activities or matters related to employment as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Age Discrimination in Employment Act; Americans with Disabilities Act, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended. Inquiries regarding the Brazosport ISD non discrimination policies in the following areas should be directed to:

Students/Parents: FFH (EXHIBIT)

[District Contact for Title IX](#)

[District Contact for Americans with Disabilities Act \(ADA\) & Section 504](#)

Employment/Employees/Public: DIA (EXHIBIT)

[District Contact for Title IX - Americans with Disabilities Act \(ADA\) / Section 504](#)

Call: 979.730.7000 or Write: P.O. Drawer Z, Freeport, TX 77542

- Model integrity, work ethic, and professionalism as a suitable example for BISD students.

Job Specific Requirements:

Records, Reports, and Correspondence

- Prepare campus communications, correspondence, forms, manuals, reports, purchase orders, and payment authorizations following district standards and requirements. Prepare instructional materials and as requested.
- Maintain a daily teacher attendance log and records for substitute teachers. Monitor and process time records including leave requests and reports. Compile information and submit to central office according to established procedures and deadlines.
- Maintain school calendar of events.
- Compile, maintain, and file all reports, records, and other documents as required. Maintain student records according to established procedures.

Reception and Phones

- Receive incoming calls, take reliable messages, and route to appropriate staff.
- Assist students, teachers, and parents as needed.
- Schedule meetings and appointments and maintain calendar for principal.

Accounting and Inventory

- Prepare and make cash deposits for activity account(s). May be responsible for maintenance of activity check register(s) and ledger(s).
- Assist with campus budget preparation and maintain accurate records of expenditures. Prepare and process purchase orders and receive, store, and issue supplies and equipment.
- Maintain inventory of fixed assets, equipment, and supplies.

Other

- Assist with planning, preparation, and setup of faculty meetings and campus activities.
- Sort, distribute, or deliver mail and other documents.
- Administer medication to students, check temperatures, and notify parents of student illness in nurse's absence.
- Maintain confidentiality.

Supervisory Responsibilities:

- Monitor the work of campus secretaries and clerical aides.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

- **Tools/Equipment Used:** Standard office equipment including personal computer and peripherals
- **Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

- **Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
- **Lifting:** Occasional light lifting and carrying (less than 15 pounds)
- **Environment:** May work prolonged or irregular hours
- **Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

Revision Date: 2018