BRAZOSPORT ISD JOB DESCRIPTION

Campus

Job Title: Secretary to the Assistant Principal

Reports to: Principal

Dept./School: Campus assigned

Employment Type: Nonexempt

Pay Grade: Clerical/Paraprofessional 3

Days: 196, 209, 214, 219 Depending on Assignment

Primary Purpose:

Ensure efficient operation of administrative office and provide clerical services for assistant principal.

Qualifications:

Education/Certification:

High school diploma or GED
Fifteen hours of college credit with some business orientation

Special Knowledge/Skills:

Proficient word processing and file maintenance skills
Effective organizational, communication, and interpersonal skills
Ability to use personal computer and software to develop spreadsheets and databases, and word processing

Experience:

Two years secretarial experience, preferably in a public education environment

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

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

Job Specific Requirements:
Major Responsibilities and Duties:

1. Shall maintain current knowledge of policies, rules and regulations to the district.
2. Shall prepare discipline reports and referrals.
3. Shall prepare communications, bulletins and other correspondences as directed by Assistant Principal.
4. Shall schedule appointments and maintain calendar; take necessary action during supervisor's absence using initiative and judgment to expedite matters requiring immediate attention.

Reception and Phones

5. Serve as receptionist for assistant principal's office.
6. Assist students, parents, and teachers whenever needed.

Other

7. Maintains confidentiality.
8. Shall perform other duties as assigned or necessity dictates.

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

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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