

Carroll Independent School District

Job Description

JOB TITLE:	Principal Secretary	Pay Grade:	0P4/OP5
Supervisor:	Principal and/or designee	Employment Days:	212, 226
Department:	Campus-Based Paraprofessional	Wage/Hour Status:	Non-exempt

MISSION:

CISD educates and inspires every Dragon through a tradition of excellence and innovation in academics, character, and service for life-long success.

JOB SUMMARY:

This position will be responsible for managing the clerical responsibilities of the school office in an efficient manner and maintaining a positive office environment.

QUALIFICATIONS:

Education/Certification:

- High school diploma or GED

Special Knowledge/Skills:

- Ability to keep and maintain confidential information
- 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:

- 2 years secretarial experience in an educational setting, preferred

MAJOR RESPONSIBILITIES:

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).
- Order office supplies and materials for the campus.
- 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.
- Supervise students in the office and other areas as assigned by the Principal or designee.
- Follow district safety protocols and emergency procedures.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Maintain a professional level of confidentiality regarding all district matters.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.

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

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: _____ DATE: _____
(Executive Director of Human Resources)

APPROVED BY: _____ DATE: _____
(Assistant Superintendent for Administration)

ACCEPTED BY: _____ DATE: _____
(Employee)

Date Created: 7/2003	Date(s) Revised: 9/2023
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