

Carroll Independent School District

Job Description

JOB TITLE:	Campus Secretary	Pay Grade:	0P2
Supervisor:	Principal and/or designee	Employment Days:	198
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:

The position will provide reception and clerical assistance for the efficient operation of the campus office. May also perform data entry including attendance, Public Information Management System (PEIMS) data, and grades.

QUALIFICATIONS:

Education/Certification:

- High school diploma or GED

Special Knowledge/Skills:

- Proficient keyboarding skills
- Effective organization, communication, and interpersonal skills
- Ability to understand and follow detailed written and verbal instructions
- Ability to operate multi-line phone system
- Ability to prioritize, organize, and perform multiple tasks simultaneously
- Proficiency in data entry techniques
- Ability to deal pleasantly and professionally with the public in person and via telephone.
- Previous experience in an educational environment is desired

MAJOR RESPONSIBILITIES:

Reception and Phones

- Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
- Greet and direct campus visitors. Maintain visitor log and issue visitor passes.
- Assist parents in checking students in and out of school.
- Prepare and distribute student identification cards, bus passes, and parking stickers.
- Assist with the receipt and distribution of student materials, including homework requests.
- Receive, sort, and distribute mail, messages, documents, and other deliveries.

Other

- Provide clerical assistance as needed including assisting with the scheduling of appointments.
- Compile, maintain, and file all reports, records, and other documents as required.
- Maintain confidentiality.
- Follow district safety protocols and emergency procedures.

- Maintain accurate student and teacher attendance accounting records for the school.
- Supervise student office aides.
- Supervise school clinic activities in the absence of the school nurse.
- Assist in the procurement of substitutes and coordinates their records.
- Keep abreast of innovative practices.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- 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: _____
(Deputy Superintendent)

Date Created: 7/2003	Date(s) Revised: 2/2022
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