

CLEVELAND INDEPENDENT SCHOOL DISTRICT

Job Description

316 EAST DALLAS STREET | CLEVELAND, TEXAS 77327 | WWW.CLEVELANDISD.ORG | 281.592.8717

TITLE:	Secretary, Assistant Principal/Counselor - Secondary	STATUS:	Non - Exempt
REPORTS TO:	Campus Principal	TERMS:	200 Days
DEPARTMENT:	Assigned Campus	PAY GRADE:	CL2

PRIMARY FUNCTION

Ensure efficient operation of the school administrative office and provide clerical services for school administrative staff.

QUALIFICATIONS

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of general office procedures

Proficient keyboarding and file maintenance skills

Ability to use software to develop spreadsheets and databases, and do word processing

Ability to follow verbal and written instructions

Ability to perform a variety of tasks often changing assignment on short notice with some direction

Effective organizational, communication, and interpersonal skills

Experience:

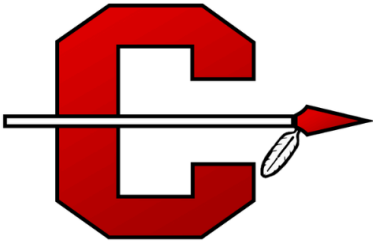
One (1) year of clerical/secretarial experience or other equivalent experience or background

EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of personnel.

ESSENTIAL JOB FUNCTIONS:

1. Prepare written correspondence, forms, schedules, or reports using a personal computer.
2. Schedule meetings, appointments and maintain calendars for assistant principal or counselor.
3. Assist students, teachers, and parents as needed.
4. Receive incoming calls, take reliable messages, and route to appropriate staff.
5. Maintain physical and computerized files including office supplies and office communication.
6. Update handbooks, policy manuals, and other documents as assigned.
7. Any other duties as assigned by the principal.
8. Maintain confidentiality.
9. Reliable attendance and punctuality.



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10. Follow district safety protocols and emergency procedures.
11. Participate in staff development activities to improve job-related skills.
12. Comply with state, district, and school regulations and policies.
13. Attend and participate in meetings and serve on committees as required.
14. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
15. Perform other duties as assigned by supervisor and the Superintendent of Schools.

WORK ENVIRONMENT

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 25 pounds)

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

Environment: Indoors including but not limited to: classroom, cafeteria, library, or other campus location.

Outdoors (exposure to sun, heat, cold, and inclement weather). Exposure to noise. May work prolonged or irregular hours. A remote location in the event of a declared emergency, temporary closure, or closure.

Personal Protective Equipment may be required.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed to the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Employee Signature

Date