

CLEVELAND INDEPENDENT SCHOOL DISTRICT

Job Description

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

TITLE:	Secretary, Elementary Principal	STATUS:	Non-Exempt (At-Will)
REPORTS TO:	Principal	TERMS:	214 Days
DEPARTMENT:	Assigned Campus	PAY GRADE:	CL4

PRIMARY FUNCTION

Ensure efficient operation of the school administrative office and provide clerical services for the school's administrative staff. All employees of Cleveland ISD are expected to act with integrity, support organizational goals, demonstrate the ability to inspire, grow and motivate others, utilize feedback, strive for results and commit to championing the needs of our students and employees, and work toward continuous improvement.

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 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:

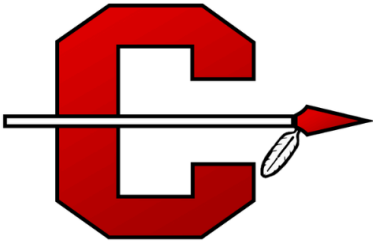
School clerical experience, preferred

EVALUATION

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

ESSENTIAL JOB FUNCTIONS:

1. Prepare campus communications, correspondence, forms, manuals, reports, purchase orders, and payment authorizations following district standards and requirements. Prepare instructional materials and as requested.
2. 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.
3. Maintain school calendar of events.



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4. Compile, maintain, and file all reports, records, and other documents as required. Maintain student records according to established procedures.
5. Receive incoming calls, take reliable messages, and route to appropriate staff.
6. Assist students, teachers, and parents as needed.
7. Schedule meetings and appointments and maintain a calendar for the principal.
8. Prepare and make cash deposits for activity account(s). May be responsible for maintenance of activity check register(s) and ledger(s).
9. Assist with campus budget preparation and maintain accurate records of expenditures. Prepare and process purchase orders and receive, store, and issue supplies and equipment.
10. Maintain inventory of fixed assets, equipment, and supplies.
11. Receive, distribute, and ensure security and confidentiality of all documents.
12. Assist with planning, preparation, and setup of faculty meetings and campus activities.
13. Sort, distribute, or deliver mail and other documents.
14. Maintain confidentiality.
15. Reliable attendance and punctuality.
16. Follow district safety protocols and emergency procedures.
17. Participate in staff development activities to improve job-related skills.
18. Comply with state, district, and school regulations and policies for clerical employees.
19. Attend and participate in faculty meetings and serve on staff committees as required.
20. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
21. Comply with all district and campus routines and regulations.
22. Perform other duties as assigned by the building principal 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 50 pounds)

Mental Demands: Work with frequent interruptions; maintain emotional control under stress; understand the need for continued flexibility based around the complex needs of students with behavioral needs

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.



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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