



**Job Title:** Secretary Records Center                      **Exemption Status/Test:** Nonexempt  
**Reports to:** Assistant Director of Student Services                      **Date Revised:** March 2016  
**Dept. /School:** Student Services and School Choice                      **Pay Grade:** P16

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**Primary Purpose:**

To assist the Student Services Center while ensuring efficiency and organization of the office in a consistent manner. Help facilitate efficient operations, providing clerical support, specifically the management of student records for the administrative staff.

**Qualifications:**

**Education/Certification:**

- High School Diploma or GED
- CEOP Certification preferred

**Experience:**

- Minimum of three (3) years of experience in a public education environment
- Some data processing skills and customer service experience

**Special Knowledge/Skills:**

- Knowledge of the Garland ISD Choice of School and enrollment process
- Knowledge of Skyward Student Management System and Oracle
- Ability to organize and prioritize responsibilities and projects in order to meet timelines
- Ability to handle multiple interruptions and requirements as necessary with a positive attitude
- Ability to multitask
- Ability to answer multi-line phone system
- Ability to follow verbal and written instructions
- Ability to operate Microsoft programs (Word, Excel, and Outlook)

**Major Responsibilities and Duties**

1. Maintain professional decorum and protect the confidentiality of all staff, parents, and students.
2. Adhere to the time schedule for completing projects.
3. Maintain department budget and accounts.
4. Assist with hiring permanent and temporary employees and proctor applicant screening.
5. Follow good business practices, and provide detailed, accurate work.
6. Process purchase orders.
7. Facilitate the process of administering language proficiency tests.
8. Help prepare for staff meetings (e.g., making copies, securing a room, notifying attendees, etc.).
9. Maintain professional relationships with staff members and administrators.
10. Copy, file, and distribute records.
11. Maintain office machines and order supplies as needed.
12. Answer the phone with a professional, positive tone. Route calls or take messages as appropriate.
13. Facilitate a friendly, comfortable working environment.

14. The Supervisor or his/her designee may assign other duties and accountabilities limited to those consistent with the application job function and pay grade.
15. Perform all other duties as assigned.

**Other**

1. Comply with federal and state laws and regulations and local board policy policies.
2. Maintain confidentiality.
3. Perform other duties as assigned.

**Supervisory Responsibilities:**

None

**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, including frequent keyboarding and use of a mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; occasional districtwide travel

**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. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_