



Hays Consolidated Independent School District

Department of Human Resources

Job Title: Secretary to the Principal – Elementary

Wage/Hour Status: Non-Exempt

Reports to: Principal

Pay Grade: PP06, 8h, 230 days

Dept./School: Elementary School Assigned

Date Revised: December 2021

Primary Purpose:

Ensure effective operation of school administrative office and provide clerical services for school's administrative staff. Perform general bookkeeping and maintain campus financial records, including campus activity funds.

Qualifications:

Minimum 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 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

Three years' secretarial experience

Major Responsibilities and Duties:

Records, Reports, and Correspondence

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 daily employee and substitute attendance records. Serve as the campus designee for Smartfind Express to include processing leave requests, sub placements, teacher coverage pay sheets. Compile and maintain reports and information to submit to central office according to established procedures and deadlines.
3. Maintain school calendar of events.
4. Compile, maintain, and file all reports, records, and other documents as required. Maintain student records according to established procedures.

Reception and Phones

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 calendar for principal.

Accounting and Inventory

8. Prepare and make cash deposits for activity account(s). Responsible for maintenance of activity accounts in the general.
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 complete and systematic records of campus financial transactions according to established procedures and generally accepted accounting principles.
11. Process and account for all money generated and distributed in school-sponsored activities, including receipt of cash and preparing and making cash deposits.
12. Manage campus purchasing cards.
13. Maintain inventory of campus fixed assets, equipment, and supplies.

Other

14. Assist with planning, preparation, and setup of faculty meetings and campus activities.
15. Sort, distribute, or deliver mail and other documents.
16. Administer medication to students, check temperatures, and notify parents of student illness in nurse's absence.
17. Maintain confidentiality.
18. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Monitor the work of campus clerical aides.

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; occasional districtwide travel

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

EEOC Statement:

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit-based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Positions are extended annually based upon availability of funding.

Signature of acknowledgement indicates a receipt of aforementioned information.

Employee Name (please print)

Date

Employee Signature

Badge #