



Hays Consolidated Independent School District

Human Resources

Job Title: Secretary- Assistant Principal, Middle School

Wage/Hour Status: Nonexempt

Reports to: Assistant Principals Assigned

Pay Grade: PP03

Dept./School: Middle School Assigned

Date Revised: July 2026

Primary Purpose:

Perform various clerical duties that require good judgment in exercising these procedures: works carefully and tactfully with teachers, students, parents, and the general public; and assists the assistant principals in compiling reports.

Qualifications:

Education/Certification:

High school diploma or equivalent supplemented by courses in typing and office practice

Special Knowledge/Skills:

Ability to work cooperatively with students, teachers, parents, and the general public

Ability to communicate effectively in oral and written form

Ability to keep accurate written and/or computer records

Ability to work independently and make responsible decisions in emergency situations

Experience:

Three years of experience, educational setting preferred

Major Responsibilities and Duties:

1. Assist in answering telephone calls.
2. Act as receptionist, and receive visitors to the assistant principal's office.
3. Receive and forward telephone calls to the assistant principal's office.
4. Assist the assistant principal in maintaining textbook records.
5. Type letters, memoranda, and forms as needed by the administrators.
6. Keep daily records of attendance.
7. Keep detailed discipline records.
8. Keep detailed records of parking permits on campus.
9. Ability to coordinate, communicate, and work with all teachers.
10. Remain flexible to change, student enrollment, and personalities on a daily basis.
11. Set up appointments with parents for assistant principal.
12. 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, frequent keyboarding and use of mouse; occasional reaching.

Lifting: Occasional light lifting and carrying (less than 15 lbs.).

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 indicates acknowledgement of the receipt of aforementioned information.

_____	_____
Employee Name (please print)	Date

_____	_____
Employee Signature	Badge #