



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

Assistant Principal Secretary

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Reports to: Building Assistant Principal
School/Department: Campus
Pay Grade: Office Professional CS4
Days: 195
Wage/hour status: Non Exempt
Created/revised: April 2024

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

Special Knowledge/Skills:

- Works cooperatively with students, teachers, parents, and the general public
Communicates effectively in oral and written form
To be able to keep accurate written and/or computer records
To be able to work independently and make responsible decisions in emergency situations
To be able to present one's self in a professional yet disciplinarian manner

Experience:

- At least three years' experience in dealing with the general public, particularly students.

Major Responsibilities and Duties:

1. Assists in answering telephone calls.
2. Acts as receptionist and receives visitors to the assistant principal's office.
3. Receives and forwards telephone calls to the assistant principal's office.
4. Assists 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. Performs other job-related duties as assigned by the assistant principal and principal.

Equipment Used:

Computer, printer, copier, fax machine, and calculator



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Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress.

Workload is deadline driven

Prolonged use of equipment and computers

Office atmosphere may be noisy and hectic. Offices are "open" with multiple employees working in large open rooms containing two or more desks and equipment.

Frequent contact with parents, community, and/or other district/campus employees

Noisy environment

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____