

JOB DESCRIPTION

Position: High School Assistant Principal/Counselor Secretary

Pay Grade: CP4

Duty Days: 195

Salary: KISD Current Staff Compensation Plan for Paraprofessionals

Qualifications:

- High School Diploma or GED.
- Basic phone and computer skills.

Duties include but at not limited to the following:

- Greet students, faculty, parents and district personnel, and provide assistance as needed in person and/or on the telephone.
- Input discipline information for students in Chancery SMS.
- Accurately type/prepare memos, letters, forms and reports and distribute appropriately. (U.S. mail, inter-departmental mail, etc.)
- Order office supplies, curriculum materials etc. as needed.
- Assist in maintenance and operation of office machines. (Fax, copier, etc.)
- Maintain accurate records or databases as needed. (Keys, textbooks, etc.)
- Supervise students in the office. (Office aides, office referrals, etc.)
- Perform other duties as requested by the Associate/Assistant Principals/Counselors.
- Demonstrate knowledge and proficiency in use of Microsoft Word, Outlook, Excel, etc.
- Distribute and maintain progress reports and report cards.
- Work in cooperation with counselors to plan college night and parent and student information activities related to course offerings, credits, etc.
- Assist counselors with college and scholarship applications, and recommendation letters.
- Prepare, publish, and distribute junior and senior newsletters.
- Maintain updated college information.
- Assist students with ACT, SAT, and THEA information.
- Distribute lunch applications and provide PIN numbers to students.
- Reports directly to the counselors and Assistant/Associate Principals.

Work Conditions:

- Maintain emotional control under stress.
- Frequent repetitive hand and wrist activities.
- Moderate standing, stooping, bending, and lifting.

A select number of applicants will be invited for an interview. Only persons with the above credentials and background will be considered.

- **Both** In-district and Out-of-district applicants should submit an application, and upload resume and copies of educational credentials and certifications through our online application process.

The Klein Independent School District does not discriminate on the basis of age, color, disability, national origin, race, religion, or sex in the educational programs or activities which it operates and is an equal opportunity employer.