

JOB DESCRIPTION

Position: Educational Secretary

Pay Grade: CP3

Duty Days: 195

Salary: KISD Current Staff Compensation Plan for Paraprofessionals

Qualifications:

- High School Diploma or GED
- Computer Skills

Duties include but are not limited to the following:

- Type both short and long-term projects.
- Assist in the design of the layout for various forms, reports, and curriculum guides.
- Edit and proofread all work for accuracy.
- Organize assigned work from supervisor so that both short term and long term projects are completed when due.
- Proficient use of computer software for office applications.
- Act as a receptionist with telephone calls and visitors.
- File correspondence, reports, and other materials.
- Coordinate supply orders.
- Maintain attendance records.
- Oversee maintenance of equipment.
- Perform other duties that may be assigned by the administrative supervisor.
- Report to the administrative supervisor

Work Conditions:

- Maintain emotional control under stress.
- Works with frequent interruptions.
- Occasional irregular hours.
- Repetitive actions.

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.