

Secretary, Educational
Job Description



JOB TITLE: Secretary, Educational
DATE REVISED: September 16, 2024
REPORTS TO: Campus Principal
DEPARTMENT/CAMPUS: Assigned Campus
PAY GRADE/DUTY DAYS: CP3, 185/195
FLSA: Non-Exempt

JOB PURPOSE SUMMARY:

This position supports the daily operations of the school by providing clerical and reception support, assisting in various administrative tasks, and ensuring a welcoming and efficient front office environment.

KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:

Administrative Support:

1. Assist in designing layouts for forms, reports, and other projects.
2. Proofread and edit documents for accuracy.
3. Organize and manage both short- and long-term projects from the campus administration.
4. Proficiently use office software for reports, documents, and forms creation.
5. Coordinate meetings, parent-teacher conferences, and special school events like Open House or graduation ceremonies.
6. Assist with maintaining student records, files, and correspondence.
7. Complete special projects as assigned by the campus administration.

Reception Duties:

1. Serve as the front-line receptionist, greeting visitors, parents, and students, and answering telephone calls.
2. Manage visitor check-ins according to district protocols.
3. Direct visitors and manage inquiries efficiently and courteously.
4. Provide conflict resolution support in sensitive situations with parents, students, or staff.

Compliance:

1. Perform all tasks in compliance with district policies, state, and federal regulations.
2. Maintain up-to-date knowledge of relevant laws and guidelines, including the Texas Education Code and TEA regulations.
3. Participate in audits and assist in the preparation for audits, as assigned.
4. Monitor work activity for variances, reporting any compliance concerns to the appropriate personnel.

General:

1. Consistently demonstrates support towards the District's Shared Vision, Mission, and Promise2Purpose.
2. Assists campus leadership in the compilation of miscellaneous confidential reports and other related tasks.

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3. Attends departmental, District, and organizational meetings, as required.
4. Consistently displays integrity, responsibility, accountability, teamwork, and ethics.
5. Performs assigned job duties and responsibilities in accordance with established performance expectations and District policies, procedures, protocols, and standard practices.
6. Use district technology tools, such as Microsoft Office, Google tools, and student information systems, to ensure accuracy and efficiency.
7. Maintains relevant and up-to-date job knowledge by participating in continuous education initiatives.

MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS

- High School Diploma or GED required.
- Experience in an educational setting is preferred.

CORE KNOWLEDGE, SKILLS & ABILITIES:

Customer Service: Displays approachability and concern for providing a positive, welcoming environment for all visitors.

Organization: Efficiently manages multiple tasks while meeting deadlines and maintaining office functionality.

Communication: Communicates clearly and professionally, both verbally and in writing, while maintaining confidentiality.

Attention to Detail: Demonstrates a high level of accuracy in all clerical and administrative tasks.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position requires frequent sitting, standing, and walking in an office environment. The role involves operating office equipment such as computers and telephones, and may require lifting or carrying materials weighing up to 15 lbs. The work environment is primarily indoors in a climate-controlled setting. This position requires maintaining emotional control under stress..

EMPLOYEE ACKNOWLEDGEMENT:

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations, and standards of the District.

Employee Printed Name: _____ **Employee ID Number:** _____

Employee Signature: _____ **Date:** _____