

Secretary, Technology - High School
Job Description



JOB TITLE: High School Technology Secretary
DATE REVISED: June 19, 2025
REPORTS TO: Reports to Principal
DEPARTMENT/CAMPUS: Campus Assigned
PAY GRADE/DUTY DAYS: CP3, 205
FLSA: Nonexempt

JOB PURPOSE SUMMARY:

This position provides administrative and technical support to campus operations by assisting students, staff, and visitors, managing records, and maintaining office systems. The role requires proficiency in district software, strong organizational skills, and the ability to coordinate tasks such as student supervision, payment processing, and technology distribution.

KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:

Administrative and Technical Support:

1. Serve as the initial point of contact by professionally greeting and assisting students, faculty, parents, and district personnel both in person and via telephone, providing appropriate support as needed.
2. Demonstrate proficiency in the use of Microsoft Office applications, including Outlook, Word, Excel, and PowerPoint, as well as district platforms such as TIPweb and Chancery Student Management System (SMS).
3. Accurately prepare and distribute correspondence, including memos, letters, forms, and reports, utilizing appropriate delivery methods such as U.S. Mail and interdepartmental mail.
4. Operate and assist with the maintenance of office equipment, including fax machines, copiers, and other related devices.
5. Maintain accurate records and databases as required, including inventory tracking and documentation of student-related transactions.
6. Collect student payments and ensure proper documentation and recordkeeping in accordance with campus and district procedures.
7. Assist in the coordination and implementation of campus-wide tablet distribution and collection efforts.
8. Provide supervision and support to students assigned to the office, including student aides and those referred for administrative purposes.
9. Collaborate with and support Technology Application Center staff and Repair Center Technicians by completing assigned tasks in a timely and efficient manner.
10. Perform additional duties as assigned by the Technology Application Coordinator (TAC), Associate Principal, or Assistant Principal.

Compliance:

11. Performs all duties and tasks in a manner consistent with all applicable policies, procedures, and practices within the Department and District, with all applicable local, state, and federal regulatory requirements, as well as with all applicable guidelines, standards, and requirements as set forth by governing bodies including, without limitation, Texas Health & Human Services, Texas Education Code, State Board of Education, Texas Education Agency, and Texas Association of School Boards.

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12. Demonstrates applicable standards and practices of professional conduct and care in the performance of the job function.
13. Monitors respective work activity, and the work activity of others, for variances and anomalies.
14. Identifies and timely reports any known or suspected compliance issues to appropriate personnel.
15. Participates, as assigned, in audits and in the preparation for audits, whether initiated internally or externally.
16. Adheres to all other District wide policies and procedures including, but not limited to, human resources, safety, and emergency protocols.

General:

17. Consistently demonstrates support towards the District's Shared Vision, Mission, and Promise 2 Purpose.
18. Assists department leadership in the compilation of miscellaneous confidential reports.
19. Attends departmental and District meetings, as required.
20. Consistently displays integrity, responsibility, accountability, teamwork, and ethics.
21. Performs assigned job duties and responsibilities in accordance with established performance expectations, as well as with District policies, procedures, protocols, and standard practices.
22. Maintains relevant and up-to-date job knowledge by participating in continuous education initiatives.
23. Demonstrates proficient working knowledge and understanding of Microsoft Excel, Word, PowerPoint, and Outlook, Google Shared applications to include Google Sheets, Google Docs, and Google Slides, as well as database systems and applications relevant to the job function.
24. Performs other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS

- High School Diploma, or equivalent GED
- One year of experience working in a clerical role or similar capacity; or
- An equivalent combination of education and experience
- Demonstrated knowledge of computer skills

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, walking, standing, reading, seeing, speaking, hearing, listening, organizing, interpreting data and information, operating office equipment, typing using a computer keyboard and mouse, viewing a computer screen monitor, and use of a telephone. The working environment consists of an indoor and climate-controlled setting the majority of the time.

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.

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Employee Printed Name: _____

Employee ID Number: _____

Employee Signature: _____

Date: _____