



Para - Professional – Job Description

Job Title: Administrative Secretary
(High School Principal)

Pay Grade: SA 07
Min \$32,472/Mid \$40,586/Max \$48,699

Report To: Principal

FLSA Status: Non-Exempt

Dept./School: Campus assigned

Minimum Duty Days: 220 days

Primary Purpose:

Ensure efficient operation of school administrative office and provide clerical services for School's administrative staff.

Minimum Requirements:

- High school diploma or G.E.D.
- Three years of secretarial experience.

Preferred Requirements:

- 48 semester credit hours from an accredited higher education institution.

Special Knowledge/Skills:

- Proficient typing, word processing, spreadsheet and file maintenance skills.
- Effective organizational, communication, and interpersonal skills.
- Ability to use personal computer and software to develop spreadsheets, databases, and do word processing.
- Knowledge of basic accounting and bookkeeping principles.

Major Responsibilities and Duties:

1. Prepares written correspondence forms, schedules, or campus/district reports using district computer.
2. Prepares instructional materials, meeting agendas, and campus communications as requested.
3. Maintains teacher attendance log and records for substitute teachers.
4. Maintain and processes personnel time records including leave requests and reports; and compiles information and submits to central office.
5. Maintains a log of visitors to school.
6. Maintains a school calendar events.
7. Schedules meetings and appointments, and maintains calendar for the Principal.
8. Assist students, teachers, and parents as needed.
9. Receives incoming calls, takes reliable messages, and routes to appropriate staff.
10. Maintains physical and computerized files including inventory of school and office supplies, mailing lists, student records, visitor logs, and office communications.
11. Updates handbooks, policy manuals, and other documents as assigned.
12. Receives, stores, and issues supplies and equipment.
13. Performs routine bookkeeping tasks including simple arithmetic operations to maintain campus budget records.
14. Uses computer, such as WORKFLOW to enter work-orders.

15. Sorts, distributes, or delivers mail and other documents.
16. Assists in maintaining accurate PEIMS records of all campus department accountability records to include attendance, enrollment, registrar, bilingual, etc.
17. Assists in maintaining confidentiality of student and personnel records to include teacher appraisals and staff evaluations.
18. Extends courtesies to all students, parents, staff, and community.
19. Assists with all testing programs and accountability.
20. Performs such other duties as may be assigned.

Supervisory Responsibility:

None

Equipment Used:

Personal computer, typewriter, printer, copier, fax machine and calculator.

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress

Work with frequent interruptions

Moderate lifting and carrying

District/State wide travel

Prolonged sitting, standing, and walking

Hearing, speaking clearly

Working alone

Working prolonged or irregular hours

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.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee Signature

Date