



## Para - Professional – Job Description

**Job Title:** Secretary I

**Pay Grade:** SA 04

187- Min \$21,318/Mid \$26,644/Max \$31,970

202- Min \$23,028/Mid \$28,781/Max \$34,534

220- Min \$25,080/Mid \$31,346/Max \$37,611

**Reports To:** Assistant Principal

**FLSA Status:** Non-Exempt

**Dept./School:** Campus Assigned

**Minimum Duty Days:** 187/202/220 days

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**Primary Purpose:**

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

**Minimum Requirements:**

- High School diploma or GED.
- Three years of secretarial experience.

**Preferred Requirements:**

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

**Special Knowledge/Skills:**

- Proficient in typing skills and knowledge of Microsoft Office Programs: Word Processing, Excel, PowerPoint, and Publisher.
- Possess file maintenance skills.
- Ability to work under pressure.
- Effective organizational, written and oral communication, and interpersonal skills.
- Ability to use personal computer to perform administrative clerical services.
- Possess a strong work ethic and professional integrity.

**Major Responsibilities and Duties:**

1. Prepares written correspondence forms, schedules, or campus/district reports using district computer.
2. Assists administration in preparing instructional materials, meeting agendas, and campus communications as requested.
3. Assists in creating and distributing school invitations for special school functions and events.
4. Assists with the maintenance of teacher attendance log and records for substitute teachers.
5. Assists with the maintenance and monitoring of personnel time records including leave requests and reports.
6. Assists in the preparation of promotional material for school events.
7. Assists in maintaining community connections and correspondence.
8. Assist with school's public relations documentation and community outreach.
9. Responsible for filing and submitting all staff development documentation.
10. Maintains a log and compiles documentation of all school events and special projects.
11. Assists in the maintenance of school calendar of events.
12. Schedules meetings and appointments and maintains calendar for administration.
13. Assists administration in the development and recording of school improvement initiatives.
14. Assists the registrar's office with the development of the campus master schedule.

15. Assists with accountability of teacher appraisal documentation.
16. Receives, stores, and issues supplies and equipment.
17. Performs routine bookkeeping tasks including arithmetic operations to maintain campus budget records.
18. Assists in maintaining accurate PEIMS records of all campus department accountability records to include attendance, enrollment, registrar, bilingual, etc.
19. Prepares six weeks reports on campus enrollment, student academic achievement, demographics, discipline management, and fine arts programs for campus and district correspondence.
20. Assists the guidance department during pre-registration and registration activities.
21. Assists students, parents, and staff as needed.
22. Receives incoming calls, takes reliable messages, and routes to appropriate staff.
23. Maintains physical and computerized files including inventory of school and office supplies, mailing lists, and office communication.
24. Updates handbooks, policy manuals, and other documents as assigned.
25. Prepares Lesson Plan log and files teacher lesson plans in binder
26. Uses district E-Systems, such as WORKFLOW, to enter work-orders and perform other clerical duties
27. Sorts, distributes, or delivers mail and other documents.
28. Assists in maintaining confidentiality of student and personnel records to include teacher appraisals and staff evaluations.
29. Extends courtesies to all students, parents, staff, and community.
30. Assists with all testing programs and accountability.
31. 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
- Maintain confidentiality
- Friendly and respectful disposition
- Work with frequent interruptions
- Moderate lifting and carrying
- District/State wide travel
- Prolonged sitting, standing, and walking
- Professional telephone ethics
- Hearing, speaking clearly
- Working alone
- Working prolonged or irregular hours

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*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.*

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*Employee Name (print)*

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*Employee Signature*

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*Date*