

# United Independent School District

## Department of Human Resources

### SECRETARY TO PRINCIPAL – ELEMENTARY / MIDDLE / STEP

#### Campus Assignment

**Primary Purpose:**

Facilitate the efficient operation of the school administrative office and provide clerical services for the school's administrative staff.

**Educational Qualifications:**

- High school diploma or GED
- Proficient skills in typing, word processing, and file maintenance
- Effective organizational, communication, and interpersonal skills
- Ability to operate computer
- One to three years of secretarial experience preferably in a public education environment
- Uses Typewriter, Computer, Printer, Copier, Calculator, Fax Machine

**Major Responsibilities and Duties:**

1. Maintains positive working relationships with the principal, teachers, pupils, and other school personnel.
2. Promotes atmosphere of friendliness and desire to serve in the performance of office duties.
3. Maintains good public relations at all times including usual receptionist functions.
4. Helps maintain a clean and attractive office area arrangement conducive to smoothness in office operation and function.
5. Maintains courteous and efficient telephone techniques in utilizing the school phone.
6. Processes routine school mail.
7. Maintains an effective filing system for school records.
8. Assists in accounting for and depositing monies collected at school.
9. Renders typing services as required by the principal records.
10. Assists in enrolling pupils and maintaining registration procedures and records.
11. Helps sick and /or injured pupils including first aid and notification of parents.
12. Manages, as prescribed by the principal, the distribution of supplies.
13. Exercises good judgment in answering inquiries and request so as not to make administrative decisions perform administrative functions.
14. Be available by phone, email, or video conferencing during regular business hours to confer with district personnel.
15. Regular and reliable attendance is an essential job responsibility unless instructed to work from home by supervisor.
16. Assist in maintaining a safe and healthy work environment.

**Distance Learning and Virtual Instruction Duties and Responsibilities**

In the event of a school closure in response to a disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic or other calamity, the following duties and responsibilities will be added to the above listed Major Job Responsibilities and Duties, as directed by the Superintendent.

17. Usage of personal equipment, including but not limited to personal cellular phone, personal computer, and personal internet service when working from home during a District closure due to government or Board order or during an emergency affecting normal District operations.
18. Perform other tasks and assume other responsibilities as may be assigned by supervisor. All employees are expected to comply with lawful directives.

**Secretary to Principal Elem-Mid (continued)****Working Conditions:**

Reading; ability to communicate effectively (verbal); ability to operate computer. Repetitive hand motions; prolonged use of computer. Some bending, lifting and stooping while performing job related functions. Some bending, lifting and stooping while performing job related functions.

**Distance Learning Working Conditions:**

Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work from inside home or location other than school building

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours.

**Terms of Employment:**

Wage / Hour Status: Non Exempt

Minimum Salary: \$28,584

Pay Grade: 5

Minimum Work Days: 218

Months / Hours per Day: 11 / 8

**Date Last Revised:** 07/20

*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 skill that may be required.*