



Flour Bluff Independent School District Job Description

JOB TITLE: Campus Secretary

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 227

REPORTS TO: Principal

DATE REVISED: 12/06

PRIMARY PURPOSE:

- The role of the High School Principal's Secretary is to perform secretarial duties which facilitate an effective learning climate for all students; daily routines shall become a means to achieving high performance from all students.

QUALIFICATIONS:

- High School Diploma or G.E.D.
- Experienced in general clerical skills: typing, data entry, and office machines

MAJOR RESPONSIBILITIES AND DUTIES:

1. Demonstrates proficiency in the performance of duties requiring secretarial skills that allow the school to operate smoothly and learning to continue uninterrupted.
2. The secretary inventories supplies and equipment and initiates requisitions for needs in accordance with the district wide purchasing procedure.
3. The secretary uses and distributes supplies in a cost-efficient manner.
4. The secretary assists the principal in effective use of office time scheduling appointments, report deadlines and/or calendar of events to meet priorities for instructional activities and monitoring in a timely routine.

5. The secretary is courteous, friendly and generally efficient in serving students, parents, staff and campus guests. Incoming and outgoing calls are handled in the approved manner and documented appropriately.
6. The secretary assists in gathering data for records and reports as is needed by the principal, assistant principal(s), supervisor, and counselor(s).
7. Letters, lists, reports, requisitions and inventories are accurate and prepared in a professional manner with the use of existing office machines and equipment.
8. The secretary demonstrates time on task by establishing a work schedule appropriate to the campus needs, staff demands and is willing to assist in other duties as assigned by the principal to promote a smooth instructional day.
9. The secretary will prepare written minutes of scheduled meetings and take notes of called meetings to document pertinent communication for reports, memos or correspondence.
10. The secretary assists in supervising and maintaining confidentiality among other clerical staff assigned to the campus office for attendance and student records.
11. The secretary assists in the operation of petty cash funds on the campus maintaining accurate bookkeeping records of receipts.
12. The secretary assists the nurse or health room paraprofessional with the operation of the health room services as needed in emergencies, notification of parents in an emergency and administering medication, and other record keeping duties as needed to support first aide procedures and accident reports.
13. The secretary will keep informed and log pertinent procedural tasks that comply with state, district and campus function to assure a safe, orderly environment for all students.
14. The secretary will maintain attendance/absence documentation for all staff assigned to the campus.
15. Adheres to proper channels when communicating ideas, problems, etc.
16. The secretary will perform other job-related duties as assigned by the principal.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting:

Occasional light lifting and carrying (less than 15 pounds)

Environment:

May work prolonged or irregular hours

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.