



Flour Bluff Independent School District Job Description

JOB TITLE: Performing Arts Secretary

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 211

REPORTS TO: Director of Fine Arts

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- The primary purpose of the Performing Arts Secretary is to facilitate the efficient operation of the performing arts department.

QUALIFICATIONS:

- High School Diploma or G.E.D.
- Certification as per Texas Education Agency
- Clerical skills

MAJOR RESPONSIBILITIES AND DUTIES:

1. The secretary assists in compiling data for records and reports as needed by the Performing Arts department and campus staff.
2. Demonstrates time on task by establishing a work schedule appropriate for the Performing Arts office and is willing to assist in other duties as assigned by the Performing Arts Coordinator.
3. Demonstrates proficiency in the performance of duties requiring secretarial skills that allows the Performing Arts office to operate smoothly.

4. Inventories supplies and equipment and initiates requisitions for needs in accordance with the district-wide purchasing procedure.
5. Uses and distributes supplies in a cost-efficient manner.
6. Will perform other job-related duties as assigned by the Director of Fine Arts.
7. Assists the Director of Fine Arts in effective use of office time scheduling appointments, report deadlines and/or calendar of events to meet priorities.
8. Letters, lists, reports, requisitions, and inventories are accurate and prepared in a professional manner with the use of existing office machines and equipment.
9. Displays cooperativeness in working with fellow staff members in performing assigned duties.
10. Exhibits punctuality and dependability in performing assigned duties.
11. Keeps informed of and complies with all state and district policies and regulations concerning primary job function.
12. Assists in supervising and maintaining confidentiality regarding student records, attendance, and grades.
13. Is courteous, friendly, and generally efficient in serving staff members and public.
14. Adheres to proper channels in communicating ideas, problems, etc.

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.