

Job Title:	Secretary Principal	Wage/Hour Status:	Hourly
Reports to:	Principal	Pay Grade:	306
Dept/School:	Early College High School	Date Revised:	March 11, 2008

Primary Purpose

Work under general or specific direction from the principal, but performs duties with considerable independence as to work methods and priority of assignments. Provide technical assistance in the daily operation of the campus, to include financial and student records. Assist staff members by typing, filing, and processing reports.

Qualifications

Education/Certification

High School Graduate/GED including or supplemented by courses in stenography or typing

Special Knowledge/Skills

- Passing scores at the district's clerical tests
- Knowledge of computer technology and data entry processing
- Knowledge of student records and PEIMS data collection
- Knowledge of district and school rules, state regulations regarding attendance accounting procedures
- Knowledge of basic accounting principles
- Strong organization, communication, public relations and interpersonal skills
- Ability to record and transcribe minutes of meetings

Experience

Two (2) years clerical or secretarial experience, accounting and data entry, preferably in a public education environment

One (1) year of experience in the specific work to be performed

Major Responsibilities and Duties

1. Exercise judgement based on knowledge and experience to plan details of the work and to select appropriate methods or processes to accomplish work objectives.
2. Report to school principal or assistant principal.
3. Provide secretarial services to a school principal or two or more administrative superiors.
4. Instruct and coordinates one to one or more clerks in lower level jobs.
5. Maintain confidentiality.
6. Take minutes at meetings.
7. Coordinate and assist with pre-registration and registration to include input and developing schedules and procedures.
8. Maintain and update cumulative folders for students.
9. Provide transcripts as requested by district employees, as well as providing transcripts to colleges or employers.
10. Participate in Federal Survey to identify federally connected students.
11. Assign, control, and verify district student identification numbers and state (TEA) numbers.
12. Collect and input PEIMS data in areas of demographics, leavers and course completions.
13. Update and submit any uploads required by technology systems and pupil services.
14. Prepare instructional materials, meeting agendas, honor roll, graduation lists and campus communication as requested.
15. Keep accurate count of textbooks, instructional aids, and supplies.
16. Prepare, post, and maintain payroll and related records for a school or a department.

17. Process payroll, time cards, and absence certification. Assign substitutes and absence codes on sign in sheets.
18. Responsible for weekly time sheets, scheduling flex/comp time, and all computer entry.
19. Collect money and keep an accurate set of books to demonstrate receipts and disbursements and keeps monthly reports and recaps fund-raiser.
20. Process and maintain records such as purchases of supplies and equipment, status of teacher certification, financial/budget records for school, or other items which occur in large numbers.
21. Maintain responsibility for accuracy and completeness of records for a department or school, i.e., filing, memos, letters and weekly calendars.
22. Assist in preparing budget and monitors all accounts and all other special budgets SCE/Grants, Mentor, TIF.
23. Maintain calendar for principal.
24. Types PDAS for principal and assistant principal.
25. Enter PO for purchases on AS400.
26. Prepare paperwork for faculty and staff travel.
27. Perform other duties as assigned by supervisor.

Equipment Used

LAN Computers (DELL), File Server, LaserJet 5 printer, Fax Machine, Copier, Risograph and Calculator.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruptions. Repetitive hand motions; prolonged use of computer.

Terms of Employment

221 days: hourly rate to be established by the Board of Trustees

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.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.