

<b>Job Title:</b>	Secretary Principal HS	<b>Wage/Hour Status:</b>	Hourly
<b>Reports to:</b>	High School Principal	<b>Pay Grade:</b>	307
<b>Dept./School:</b>	High School	<b>Date Revised:</b>	May 5, 2021

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**Primary Purpose**

Provide technical assistance in the daily operation of the high school campus.

**Qualifications**

**Education/Certification**

High School Diploma/GED

**Special Knowledge/Skills**

- Passing score on the District's clerical SET test
- Excellent organization, communication, public relations and interpersonal skills
- Ability to record and transcribe minutes of meetings
- Knowledge of computers and software applications

**Experience**

Three (3) years clerical or secretarial experience

**Major Responsibilities and Duties**

1. Work under general or specific direction from the principal, but performs duties with considerable independence.
2. Exercise judgement based on knowledge and experience to plan details of the work and to select appropriate methods or processes to accomplish work objectives.
3. Work independently receiving general supervision and guidance.
4. Perform routine tasks to generate department documentation, records and correspondence.
5. Assist the Principal with the production of reports and documents; provides secretarial services.
6. Receive department mail.
7. Locate and attach files of other reference information and correspondence to be answered by supervisor.
8. Maintain responsibility for accuracy and completeness of records for a department or school, i.e., filing, memos, letters and weekly calendars.
9. Prepare, post, and maintain payroll and related records for the school. Responsible for weekly time sheets, scheduling flex/compensatory time and computer entry.
10. Monitor the department communication center by answering telephones, directing calls, and receiving messages.
11. Maintain an optimal level of accuracy for assigned work to ensure compliance with established policies and procedures.
12. Provide reports, correspondence and verbal assistance to school officials.
13. Take minutes of meetings.
14. Schedule appointments and maintain a calendar for the Principal.
15. Coordinate specific work requiring the participation of other departments.
16. Instruct and coordinate clerks in lower level positions.
17. Provide instructions to other employees under the supervisor's direction.
18. Manage travel arrangements for Principal and submit applicable paperwork.
19. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Equipment Used**

PC 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 motion, prolonged use of computer.

**Terms of Employment**

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

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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.

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.