

Job Title:	Secretary Principal MS	Wage/Hour Status:	Hourly
Reports to:	Middle School Principal	Pay Grade:	306
Dept./School:	Middle School	Date Revised:	November 29, 2022

Primary Purpose

Assist department staff members by answering telephone and directing messages. Perform and complete general clerical tasks for principal/supervisor. Handle financial accounting for the school/department.

Qualifications**Education/Certification**

High School Diploma/GED or Higher Education from an accredited institution of higher education

Special Knowledge/Skills

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

Experience

Three (3) years of clerical or secretarial experience

Major Responsibilities and Duties

1. Work under general or specific direction but perform assigned duties with considerable independence as to work methods and priority of assignments.
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. Instruct and coordinate one to one or more clerks in lower-level jobs.
4. Report to school principal or assistant principal.
5. Prepare, post, and maintain payroll and related records for a school or a department.
6. Responsible for weekly time sheets, scheduling flex/comp time, and computer entry.
7. Process payroll, timecards, and absence certification. Assign substitutes and absence codes on sign-in sheets.
8. Collect money and maintain an accurate set of books to demonstrate receipts, disbursements, and maintain monthly reports and recap fund-raiser.
9. 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.
10. Maintain responsibility for accuracy and completeness of records for a department or school, *i.e.*, filing, memos, letters, and weekly calendars.
11. Provide secretarial support to a school principal or two or more administrative superiors.
12. Assist in preparing budget and monitor accounts and other special budgets SCE/Grants, Mentor, TIF.
13. Schedule appointments and maintain calendar for principal.
14. Enter Purchase Orders for purchases on TEAMS.
15. Prepare travel paperwork for faculty and staff.
16. Maintain an optimal level of accuracy for assigned work to ensure compliance with established policies and procedures.
17. Take minutes of meetings.
18. Perform other duties as assigned by supervisor.

Equipment Used

Computers/Laptop, 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: _____

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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.