

<b>Job Title:</b> Secretary Principal ES	<b>Wage/Hour Status:</b> Hourly
<b>Reports to:</b> Principal Elementary	<b>Pay Grade:</b> 305
<b>Dept./School:</b> Elementary School	<b>Date Revised:</b> May 3, 2021

---

---

**Primary Purpose**

Provide secretarial services to the Principal/Supervisor to include campus financial management coordinate work duties of other clerical staff and assist by answering telephones and directing messages, typing, filing, and processing reports.

**Qualifications**

**Education/Certification**

High School Diploma/GED

**Special Knowledge/Skills**

- Passing score on District's clerical SET test
- Knowledge of computer technology and data/entry processing
- Strong organization, communication, and interpersonal skills

**Experience**

Three (3) years clerical or secretarial experience

**Major Responsibilities and Duties**

1. Exercise judgment based on knowledge and experience, to plan and organize details of assigned work and to select appropriate methods or processes to accomplish work objectives.
2. Instruct and coordinate one or more clerks in lower-level jobs.
3. Report to the school principal.
4. Prepare, post, and maintain payroll and related records for a school or a district department.
5. Collect money and keep an accurate set of books to demonstrate receipts and disbursements.
6. Process and maintain records such as transfer textbooks, purchases and campus condition of supplies and equipment, status of teacher certification, staff development/trainings or other items, which occur in large numbers.
7. Maintain responsibility for accuracy and completeness of records for a department or school.
8. Prepare and compile statistical reports and directions relating to the functional area in which the position is located.
9. Provide secretarial services to a school principal, administrative superiors, or school staff as permitted by principal.
10. Work under general or specific direction but perform assigned duties with considerable independence as to work methods and priority of assignments.
11. Perform other duties as assigned by supervisor.

**Equipment Used**

PC Computers (DELL) file server, LaserJet 5 Printer, fax machine, copier, and calculator

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress, work with frequent interruptions. Occasional prolonged and irregular hours. Prolonged use of computer, repetitive hand motions.

**Terms of Employment**

217 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.