

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Secretary I	Wage/Hour Status:	Nonexempt
Reports To:	Executive Director Multilingual Services	Date Revised:	5/14/2018
Dept./School	Multilingual Services		

Primary Purpose:

Provide clerical support services to the department head and other staff members.

Qualifications:

Education/Certification:

High school diploma or equivalent

Special Knowledge/Skills:

Bilingual in Spanish and English

Ability to use personal computer and software such as word processing, spread sheets, and database

Effective communication and interpersonal skills

Basic math skills

Experience:

Clerical experience, preferably in a public education environment

Major Responsibilities and Duties:

Prepare correspondence, forms, reports, etc., for the department head and other department staff members

Assist in compiling information for preparing various reports for the department

Serve as liaison between student, school and BE/ESL teachers

Administers all initial assessment tests to incoming students PK-12 that may qualify for BE/ESL program

Provide IPT training to BE/ESL staff on the use of the IPT assessment and maintain testing database

Process all testing paperwork and communicate with all schools and families to ensure proper student placement

Maintain an initial IPT language assessment database

Receive incoming calls, take reliable messages, and route to appropriate staff

Maintain departmental files

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Maintain confidentiality of information

Keep informed of and comply with all state and district policies and regulations concerning primary job functions

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Equipment Used:

Uses computer, printer, copier, scanner, calculator, and fax

Working Conditions:

Mental Demands:

Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written); ability to Operate computer; maintain emotional control under stress; work with frequent interruptions

Physical Demands/Environmental Factors:

Frequent sitting, standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds.

Acknowledgment:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 05-14-18

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____