

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	Secretary Associate Principal Senior High	Wage/Hour Status:	Nonexempt
Reports To:	Associate Principal	Pay Range:	745
Dept./School:	Assigned Campus	Date Revised:	03/26/19

Primary Purpose:

Facilitate the overall operation and efficiency of Associate Principal offices. Coordinate with parents, students, team leaders, club sponsors, UIL teacher sponsors, outside vendors, custodial staff and all other staff.

Qualifications:

Education/Certification:

High school diploma or equivalent

Special Knowledge/Skills:

Effective organization, communication (verbal and written) and interpersonal skills

Ability to follow procedures

Experience:

Three years previous office experience, preferably in a public education environment

Major Responsibilities and Duties:

Operate personal computer, utilize word processing software to support duties and responsibilities of two associate principals

Produce all correspondence and materials for team leader meetings

Prepare and maintain teacher appraisal documentation and schedule appraisal times

Work with students, parents and teachers to maintain effective communication

Assist in producing accurate and timely reports for all athletic teams and weekly football statistical reports

Manage the logistical details (transportation, lodging, meals, etc.) for all UIL events

Maintain and distribute the Faculty Handbook

Manage the Xerox machines, fax machine, including all supplies and vendor service calls

Prepare and distribute calendar of all school events for all school staff

Organize and assist with preparations for all school dances with faculty sponsors and parent volunteers

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Organize, supervise and motivate student assistants in support of assigned office duties and responsibilities

Interface with outside vendors for coordination and follow-up on major year end activities - Graduation, fundraisers, Prom and Homecoming

Prepare ballots and assist with all student elections (class officers, cheerleaders)

Coordinate and follow up with faculty and building personnel to insure all reported faculty and custodial problems are resolved in a timely and effective manner

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:

Computer, printer, copier, and fax

Working Conditions:

Mental Demands:

Maintain emotional control under stress; work with frequent interruptions

Physical Demands/Environmental Factors:

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

Acknowledgement:

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:** 03-26-19

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: _____