

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

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| Job Title: | Secretary Campus: <ul style="list-style-type: none">• Early Childhood (197 Days)• Elementary (197 Days)• Middle School (185 Days)• Senior High School (190 Days)• Academy High School (190 Days) | Wage/Hour Status: | Non-Exempt |
| Reports To: | Principal/Office Manager | Pay Range: | 735 |
| Dept./School: | Campus | Date Revised: | 03/14/18 |

Primary Purpose:

Facilitate the management of student matters and records in coordination with the office manager.

Qualifications:

Education/Certification:

High school diploma or equivalent

Notary Public Certification (preferred)

Special Knowledge/Skills:

Proficient skills in typing, word processing, and file maintenance

Effective communication and interpersonal skills

Ability to multi-task

Experience:

One year of clerical experience in a public education environment (preferred)

Major Responsibilities and Duties:

Respond to routine requests, and refer calls, inquiries and visitors to appropriate staff (teacher, counselor or principal)

Work with students, parents and teachers to maintain effective communication

Prepare and maintain all records dealing with students as required by the Texas Education Agency, including new students, withdrawals, attendance, and student files

Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, training plans, etc.

Requisition supplies, printing, maintenance or other services

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Maintain record keeping system to monitor use of all office equipment

Record daily official attendance and student count, and distribute absence and tardy letters.

Act as school receptionist by taking and distributing messages for staff and after school transportation in a timely manner

Responsible for visitor access into the building and maintaining and monitoring of school security

Assume responsibility for the school clinic when the nurse is not available

Collect assignments for extended absences

Provide day-to-day leadership to office aides and volunteers

Monitor and record Child Safe line daily

Give tours to prospective families, students and realtors

Maintain school calendar (scheduling campus activities, PTA functions, lease of building through Administration Office)

Record all trades and maintain medical trades and absences

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

Supervisory Responsibilities:

None

Equipment Used:

Uses computer, typewriter, printer, copier, calculator, and fax machine

Working Conditions:

Mental Demands:

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

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

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.

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Approved By: W. Noel McBee, Compensation Coordinator **Date:** 03-14-18

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:** _____