

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Secretary Head Start	Wage/Hour Status:	Non-Exempt
Reports To:	Director Head Start	Pay Grade:	750
Dept./School:	Head Start	Date Revised:	4/27/2021

Primary Purpose:

Controls access to the building by using intercom, monitors, and door buzzer. Greets visitors as they enter the Head Start office, and assists parents and the general public in obtaining information or reaching staff. Follows district procedures to enroll students and enter student attendance information in the selected computer program.

Qualifications:

Education/Certification:

High School Diploma or equivalent (required)

Special Knowledge/Skills:

Ability to prioritize work and meet deadlines

Bilingual English and Spanish

Effective communication in English and Spanish

Interpersonal skills to interact with the public and multiple situations

Experience:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities is an acceptable substitute for the above specified education and experience requirements

Major Responsibilities and Duties:

Monitor door and phone to ensure public access as needed

Follow district security procedures for allowing visitor entrance into Head Start to help provide for a safe environment

Answer phone and follow procedures for taking and delivering messages

Assist in the Head Start application/registration process

Enroll new students in TEAMS ensuring each student has an individual ID number

Fax or e-mail lists daily as needed to FANS to ensure proper counts for meals

Monitor transportation policies and communication with PISD Transportation Department

Submit daily attendance reports and maintain attendance records and documentation as described by school district and state laws

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Track student absences and tardies to assist staff in communicating attendance concerns to parents

Maintain student files including updating student address changes in TEAMS as well as following up with families to provide a new lease after a move

Maintain student cumulative files and ensure that district procedures are followed to transition files to the student's next campus

Maintain accurate class rolls with current emergency contact information

Support the Director with basic word processing as needed

Serve on Self-Assessment and Advisory Committee when appropriate

Assist with front office housekeeping chores

Translate for Spanish speaking parents as needed

Assist with application and registration of new children and families

Submit monthly volunteer (in-kind) reports

Follow all rules, regulations, and policies of Plano ISD and Head Start, and follow directives from supervisor

Follow attendance policy as assigned by supervisor

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

Equipment Used:

Copy Machine, Computer, Fax, Voice Mail Phone, Laminator

Working Conditions:

Mental Demands:

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress

Physical Demands/Environmental Factors:

Work with frequent interruptions; 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: 4/27/2021

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.

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

Employee Signature: _____ **Date** _____