



Red Oak Independent School District

Secretary to Assistant Principals

Job Title: Secretary to Assistant Principals

Exemption Status/Test: Nonexempt

Reports to: Assistant Principal

Date Revised: 02/2020

Dept./School: Assigned Campus

Primary Purpose:

Ensure efficient operation of the assistant principal's administrative office and assist the assistant principals, students, parents, teachers, and support staff.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Proficient keyboarding and file maintenance skills
Ability to use software to include Microsoft Office Suite
Ability to maintain accurate and auditable records
Knowledge of basic accounting principles
Ability to follow verbal and written instructions
Ability to perform a variety of tasks often changing assignment on short notice
Effective organizational, communication, and interpersonal skills
Ability to become proficient with the use of Skyward
Ability to be professional and deescalate office and phone behavior that is inappropriate

Experience:

2 years secretarial experience

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare campus communications, correspondence, forms, manuals, reports, purchase orders, and payment authorizations following district standards and requirements. Prepare instructional materials and as requested.
2. Compile information and submit to central office according to established procedures and deadlines.
3. Compile, maintain, and file all reports, records, and other documents as required. Maintain student records according to established procedures.

Reception and Phones

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

5. Assist students, teachers, and parents as needed.
6. Schedule meetings and appointments and maintain the calendars for assistant principals.

Accounting and Inventory

7. Assist with campus budget preparation and maintain accurate records of expenditures. Prepare and process purchase orders and receive, store, and issue supplies and equipment.
8. Maintain inventory of fixed assets, equipment, books, and supplies.

Other

9. Assist with planning, preparation, and setup of faculty meetings and campus activities.
10. Sort, distribute, or deliver mail and other documents.
11. Notify parents of student illness in nurse's absence.
12. Maintain confidentiality.
13. Follow district safety protocols and emergency procedures.
14. Monitor and communicate a base radio according to campus protocols.

Supervisory Responsibilities:

Monitor and direct students within the office area.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee: _____ Date _____

Supervisor: _____ Date _____