

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Descriptions**

JOB TITLE:	Secretary - Campus	WAGE/HOUR STATUS:	Nonexempt
REPORTS TO:	Principal/Office Manager	PAY GRADE:	735
DEPT./SCHOOL:	Campus	DATE REVISED:	1/1/05

PRIMARY PURPOSE:

Facilitate the management of student matters and records in coordination with the office manager, record official attendance, assist students with passes to class, and enter daily attendance.

QUALIFICATIONS:

Education/Certification:

High school diploma or equivalent
Notary Public Certification

Special Knowledge/Skills:

Proficient skills in typing, word processing, and file maintenance
Effective communication and interpersonal skills
Willingness to execute written employment contract with Plano ISD
Ability to multi-task

Experience:

One year of clerical / secretarial experience, preferably in the public education environment

MAJOR RESPONSIBILITIES AND DUTIES:

Carry out recurring office procedures independently.

Select the guideline or reference, which fits the specific case, i.e., boundaries, grade placement.

Ability to direct inquiries or problems to appropriate individual (teacher, counselor or principal).

Responds to routine telephone requests, which have standard answers; refers calls and visitors to appropriate staff.

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 and the Plano ISD - including new students, withdrawals, attendance, and student files.

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

Requisitions supplies, printing, maintenance or other services.

Maintain record keeping system to monitor use of all office equipment

Types, establishes and maintains office files.

Record daily official attendance.

Write excused/unexcused passes for students.

Record and report student count.

Responsible as telephone and school receptionist - 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.
Enter attendance into computer each hour.

Type withdrawal forms for students and send records to new school as requested.

Ability to meet established deadlines.

Collect assignments for extended absences.

Supervise office aides and volunteer mothers.

Monitor and record Child Safe line daily.

Distribute and verify absence and tardy letters.

Give tours to prospective families, students and Realtors.

Understand and explain bus schedules and arrange for kindergarten bus updates.

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.

EQUIPMENT USED:

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

WORKING CONDITIONS:

Mental Demands:

Reading and ability to perform basic arithmetic; ability to concentrate on multi-tasks despite frequent interruptions, ability to communicate effectively (verbal and written); ability to operate computer; ability to meet established deadlines, ability to maintain accurate records, 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.

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.

Approved by

Date

Reviewed by

Date

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have 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.