

Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Secretary, Campus (Elem)		Assigned Campus	Principal	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Paraprofessional/ Clerical	4	210	Non-Exempt	June 2023

Primary Purpose:

Ensure efficient operation of school administrative office and provide clerical services for school's administrative staff.

Qualification Guidelines:

Education/Certifications:

High School diploma or GED

Experience:

One to three years' secretarial experience (preferably in public education environment)

Special Knowledge/Skills/Abilities:

Proficient typing, word processing, and file maintenance skills

Effective organizational, communication, and interpersonal skills

Ability to use personal computer and software to develop spreadsheets, databases, and do word processing

Knowledge of basic accounting principles

COGNOS Report Writer knowledge and experience

Supervisory Responsibilities:

Monitor the work of clerical aides

Mental/Physical/Environmental Demands:

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

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

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

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

Environment: May work prolonged or irregular hours; occasional districtwide travel

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

Major Responsibilities and Duties:

Reports, and Correspondence

*Some responsibilities are subject to principal's discretion.

The above statements describe the general function of this position but are not an exhaustive, all-inclusive list of responsibilities, duties, skills or working conditions assigned to or required by this position. All Victoria ISD employees are expected to maintain an extreme degree of confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) for student information. The Victoria Independent School District is an equal opportunity educational provider and does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment. For information regarding Title IX compliance, please email human.resources@visd.net or contact the HR Executive Director at 361.788.9228.

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1. Prepare written correspondence, forms, schedules, or reports using personal computer or typewriter.
2. Maintain a daily teacher attendance log and records for substitute teachers.
3. Maintain a daily student attendance records on students and personnel and prepare all required reports.
4. Monitor and process personnel time records including leave requests and reports. Compile information and submit to the central office according to established deadlines.
5. Maintain school calendar of events.
6. Assist with enrollment and transfer of students.

Reception and Phones

7. Assist students, teachers, and parents as needed.
8. Receive incoming calls, take reliable messages, and route to appropriate staff.

Files

9. Maintain physical and computerized files including mailing lists, student records, visitor logs, and office communication.

Accounting and Inventory

10. Perform routine bookkeeping tasks including simple arithmetic operations to maintain campus budget records.
11. Prepare and process purchase orders.
12. Receive, store, and issue supplies and equipment.
13. Prepare and make cash deposits for activity account(s). May be responsible for maintenance of activity checkbook(s) and ledger(s).

Other

14. Sort, distribute, or deliver mail and other documents.
15. Administer medication to students, check temperatures, and notify parents of student illness in nurse's absence.
16. Assists in calling substitutes for faculty.
17. Prepare maintenance request.
18. Maintain confidentiality.
19. Perform other duties as assigned.

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