

Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Secretary, Assistant Principal (MS/HS)		Assigned Campus	Principal	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Paraprofessional/ Clerical	3	MS – 193 ~~~~ HS - 210	Non-Exempt	June 2023

Primary Purpose:

Ensure efficient operation of Assistant Principal's 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 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 campus secretaries and 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

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.

Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Secretary, Assistant Principal (MS/HS)		Assigned Campus	Principal	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Paraprofessional/ Clerical	3	MS – 193 ~~~~ HS - 210	Non-Exempt	June 2023

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare written correspondence, forms, schedules, or reports using a personal computer.
2. Prepare instructional materials, meeting agendas, honor rolls, graduation lists, and campus communication as requested, using typewriter or personal computer.
3. Maintain a daily teacher attendance log and records for substitute teachers, as required.
4. Monitor and process personnel time records including leave requests and reports. Compile information and submit to the central office according to established deadlines.

Reception and Phones

5. Schedule meetings and appointments and maintain calendar for assistant principal.
6. Assist students, teachers, and parents as needed.
7. Receive incoming calls, take reliable messages, and route to appropriate staff.

Files

8. Maintain physical and computerized files including mailing lists, student records, visitor logs, and office communication.
9. Update handbooks, policy manuals, and other documents as assigned.

Accounting and Inventory

10. Perform routine bookkeeping tasks including simple arithmetic operations to maintain campus budget records as assigned
11. Receive, store, and issue supplies and equipment.
12. Assist with coordination of faculty meetings and campus activities.
13. Maintain inventory of: fixed assets, equipment, and supplies.

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. Maintain confidentiality.
17. Perform other duties as assigned.

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.