

**Roswell Independent School District
Job Description**

Job Title: SECRETARY TO THE PRINCIPAL FOR THE CREATIVE LEARNING CENTER

Reports To: PRINCIPAL

General Job Description:

Working under general supervision, provide general secretarial support for the Creative Learning Center. Assist staff and principal with specific tasks as required by the principal.

Essential Duties and Responsibilities:

1. Answer calls, direct callers to an appropriate individual, take messages.
2. Accept and distribute mail and other correspondence.
3. Assist staff with a variety of tasks, such as typing correspondence, requisitions, memos, reports, and agendas.
4. Order inventory and supplies including completion of appropriate forms and files.
5. Maintain files and records as required.
6. Track staff absence and provide information for principal for staff evaluations.
7. Assist principal with budget preparation for review.
8. Process staff travel including but not limited to accommodations and travel forms.
9. Assist in paperwork/scheduling with Hearing Authority.
10. Maintain office equipment and supplies including inventory and work orders.
11. Knowledge of computer systems, including data bases and word processing programs.
12. Personal and professional task management through the use of technology.
13. Maintain confidentiality with sensitive matters.
14. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
15. Work independently with very little supervision.
16. Report to work on time and work no less than 7 hours per day.
17. May be required to perform other related duties as assigned by your supervisor.

Supervisory Responsibilities:

None

Qualifications:

1. High School diploma or GED.
2. Two years' experience in a clerical position, at least one of which should have been in an educational environment.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May be required to make site visits as needed. May work under stressful conditions on occasion.

SECRETARY TO THE PRINCIPAL FOR THE CREATIVE LEARNING CENTER (CONT'D)

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date