

**Roswell Independent School District
Job Description**

Job Title: ADMINISTRATIVE SECRETARY TO HIGH SCHOOL PRINCIPAL

Reports To: PRINCIPAL

General Job Description:

Working under indirect supervision, provide administrative support to the Principal. Answer phones and cover front desk duties. Assist staff and principal with specific tasks as required by the principal.

Essential Duties and Responsibilities:

1. Receive and route messages for building principal and maintain all long distance numbers for staff.
2. Maintain confidentiality in sensitive matters at all times.
3. Schedule appointments for building principal.
4. Maintain calendar for Principal and school; coordinate setup with custodians and/or tech department.
5. Compose, or transcribe from rough draft, correspondence, bulletins, memorandums, and other reports. Maintain files and correspondence.
6. Maintain SubFinder System and enter all leave into SubFinder.
7. Prepare substitute notebooks.
8. Coordinate and assign substitutes; provide and ensure completion and submission of appropriate paperwork.
9. Distribute and collect keys to building and facilities.
10. Obtain and monitor Building Security Codes and Copy Codes.
11. Process student accident claims and forward to the Administration Office.
12. Process and ensure accuracy of Worker's Compensation information and claims.
13. Process and ensure accuracy of personnel forms and documentation, including time sheets and worker's compensation.
14. Maintain personnel files.
15. Collect and file department heads time sheets.
16. Collect and submit all timesheets to the Administration Office/Maintenance Office.
17. Process/Submit all work orders.
18. Compile and maintain the inventory of school equipment.
19. Maintain current staff directory.
20. Maintain, publish and update faculty and student handbooks.
21. Publish Parent Newsletter.
22. Schedule Commons Area and Cafeteria for events.
23. Coordinate Graduation Program for print.
24. Preparation of 4.0 Banquets.
25. Assist with special functions and awards, including retirement teas/ luncheons.
26. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
27. Report to work on time and work no less than 7 hours per day.
28. Work independently with very little supervision.
29. Attempt to deescalate parents/staff/students; listening/visiting with them about their concerns prior to their meeting with administrators.
30. May be required to perform other related functions as assigned by your supervisor.

Marginal Duties and Responsibilities:

1. May be required to prepare and make daily announcements.
2. Maintain the Marquee.
3. May be required to deliver or pick-up materials.

During Summer Months:

1. Receive and route messages/phone calls of staff.
2. Help with Summer School – complete registration spreadsheets.
3. Act as receptionist for the school; greet visitors, monitor traffic in and out of the building, issue and check appropriate passes. Direct visitors or callers to an appropriate individual. Provide assistance to parents, students and staff as necessary.

ADMINISTRATIVE SECRETARY TO HIGH SCHOOL PRINCIPAL (CONT'D)

Supervisory Responsibilities:

None

Qualifications:

1. High School diploma or GED
2. Two years' experience in a clerical position, preferably one of which should have been in an educational environment.
3. Valid Driver's license and Car Insurance (if traveling from site to site.)
4. Knowledge of computer systems, including data bases and word processing programs.
5. Personal and professional task management through the use of technology; publishing and graphics software and applications.

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 work under stressful conditions on occasion.

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