San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Principal Secretary MS	**Exemption Status:**	Non-exempt
Reports to:	Principal	**Pay Grade:**	04
Works with:	Students/Staff/Parents	**Days:**	226
Dept./School:	Assigned Campus	**Date Revised:**	07/23/2020

Primary Purpose:

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

Prerequisites:

- High school diploma or GED

Special Knowledge/Skills:

- Proficient keyboarding and file maintenance skills
- Ability to use software to develop spreadsheets, databases, and do word processing
- Ability to maintain accurate and auditable records
- Knowledge of basic accounting principles
- Ability to follow verbal and written instructions
- Ability to perform a variety of tasks often changing assignment on short notice
- Effective organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

1. Prepare campus communications, correspondence, forms, manuals, reports, purchase orders, and payment authorizations following district standards and requirements. Prepare instructional materials and as requested.

2. Maintain a daily teacher attendance log and records for substitute teachers. Monitor and process time records including leave requests and reports. Compile information and submit to central office according to established procedures and deadlines.

3. Maintain school calendar of events.

4. Compile, maintain, and file all reports, records, and other documents as required. Maintain student records according to established procedures.

5. Receive incoming calls, take reliable messages, and route to appropriate staff.

6. Assist students, teachers, and parents as needed.

7. Schedule meetings and appointments and maintain calendar for principal.

8. Prepare and make cash deposits for activity account(s). May be responsible for maintenance of activity check register(s) and ledger(s).

9. Assist with campus budget preparation and maintain accurate records of expenditures. Prepare and process purchase orders and receive, store, and issue supplies and equipment.

10. Maintain inventory of fixed assets, equipment, and supplies.

11. Assist with planning, preparation, and setup of faculty meetings and campus activities.

12. Sort, distribute, or deliver mail and other documents.

13. Administer medication to students, check temperatures, and notify parents of student illness in nurse's absence.

14. Maintain confidentiality.

Supervisory Responsibilities:

Monitor the work of campus secretaries and clerical aides.

Mental Demands/Physical Demands/Environmental Factors:

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

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

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

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

Environment: May work prolonged or irregular hours

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

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____