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:	Secretary/High School Principal	**Exemption Status:**	Non-Exempt
Reports to:	High School Principal	**Pay Grade:**	05
Works with:	Campus Personnel	**Days:**	226
Dept./School:	High School	**Date Revised:**	07/21/2020

Primary Purpose:

To facilitate the efficient operation of the high school administrative office and provide clerical services for the school's administrative staff.

Prerequisites:

- High School Diploma or equivalent; and
- Secretarial training.

Special Knowledge/Skills:

- Proficient skills in typing, word processing, office machines, and filing
- Ability to assist in supervision of office staff
- One to three years secretarial experience preferably in a public education environment

Major Responsibilities and Duties:

1. Supervise office staff and provide assistance to secretaries and clerks. Perform necessary office routines and practices associated with a busy and productive office.
2. Assist principal in maintain the paper work in an efficient and timely manner.
3. Request substitutes for absent teachers.
4. Maintain records and file teachers absence reports.
5. Receive and type correspondence, compile information and fill out reports.
6. Maintain accurate files.
7. Prepare Honor Roll and Superintendent's Lists.
8. Assists in preparation of graduation ceremony and awards assembly.
9. Maintains lesson plan and personnel files.
10. Notarize forms as necessary.
11. Update and type various handbooks.
12. Assist in preparation for school opening and closing.
13. Meet public and serve as interpreter when needed.
14. Keep principal's appointment calendar.
15. Keeps informed of and complies with state, district and school policies and regulations concerning primary job functions.
16. Other duties as assigned.

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 including 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 _____