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, Assistant Principal (HS)	**Exemption Status/Test:**	Non-exempt
Reports to:	Assigned Principal	**Pay Grade:**	03
Works With:	Staff, Students, Parents	**Days:**	226
Dept./School:	High School	**Date Revised:**	**08/05/2020**

Primary Purpose:

To facilitate the smooth operation of the Assistant Principals office and to assist him/her with assigned tasks.

Qualifications:

Minimum Certification/Education
- High School diploma or equivalent

Special Knowledge/Skills:
- Good telephone skills

Minimum Experience:

Major Responsibilities and Duties:

1. Answer receptionists telephone from 7:30 a.m. to 8:30 a.m. daily
2. Prepare time cards for custodians assigned to high school
3. Type work orders and requisitions for custodial supplies
4. Coordinate custodians for school functions and substitutes when needed
5. Contact person for maintenance problems/emergencies and AC/Heating problems
6. Submit list of extra functions at campus to energy management personnel
7. Compile file for students referred to P.R.C.
8. General clerical duties
9. Assist with transcript requests & time cards
10. Make telephone contacts for meetings, PRC hearings and student referrals
11. Notify teachers of 504 students on their modifications update information due to schedule changes

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.

Employees Signature: _____ Date _____

Administrator Signature: _____ Date _____