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, Professional Development
Exemption Status: Non-Exempt
Reports to: Director of Professional Development
Pay Grade: 04
Works with: District Personnel
Days: 226
Dept. /School: Administration
Date Revised: 07/23/2020

Primary Purpose:

Under the direct supervision of the Director of Professional Development to provide a wide variety of complex and confidential administrative and secretarial support, communicating information to school district employees and others as required, and to assist in ensuring compliance of department/program activities with legal, administrative and District policy requirements.

Prerequisites:

- High school diploma or GED

Special Knowledge/Skills:

- Ability to describe problems and work orally or in writing to supervisor as required.
- Ability to establish and maintain cooperative working relationships with others contracted in the course of work
- Ability to carry out instructions furnished in written or oral form.
- Ability to add, subtract, multiply and divide, and perform arithmetic operations as needed for position.
- Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel, PowerPoint, the Internet, Outlook, electronic mail).
- Ability to problem solve job-related issues.
- Ability to work with a diverse group of individuals.
- Ability to process paperwork accurately according to standardized procedures
- Ability to maintain confidentiality of information regarding students, employees and others.
- Organizational and time management skills,
- Knowledge of office management procedures.
- Knowledge of laws and regulations, District policies and procedures, principles, guidelines, and best practices related to department (e.g., Pupil Services, Human Resources, Facilities and Business).

Major Responsibilities and Duties:

1. Compose documents (e.g., correspondence, bulletins, reports) for Department Head or other Department staff for the purpose of requesting or providing information, confirming events, etc.
2. Prepares copies and distributes notices, memoranda or other correspondence for the purpose of informing school employees, students, parents, and others regarding activities, events or other work-related matters.
3. Assists in coordinating Department activities and functional responsibilities related to subject areas over which the Department has oversight.
4. Attends Department and other related meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
5. Assists in maintaining the daily/weekly/monthly calendar of the Department Head for the purpose of coordinating the scheduling of work-related appointments, activities, meetings, etc.

6. Assists in planning and scheduling department events and activities, and maintaining a calendar of department events.
7. Assists in overseeing workload of the Department Head for the purpose of maximizing efficiency and meeting operational requirements.
8. Assists in maintaining documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance.
9. Answers telephone calls, and provide information and assistance to callers.
10. Serves as liaison with outside organizations related to department activities and work.

Additional Duties:
Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the department.

Mental Demands/Physical Demands/Environmental Factors:

Travel Requirements: Limited travel to and from meetings may be required.

Tools/Equipment Used: Standard office equipment including personal computer, copy machine, fax machine, telephone.

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 _____