

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

**Job Title:** Secretary to Director of Early Childhood

**Wage/hour status:** Nonexempt

**Reports to:** Director of Early Childhood

**Clerical/Technical Pay Grade:** 4 (226 Days)

**Dept./School:** G-PECC

**Date Revised:** 04/06/2022

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**Grant Funded Position: 2022-2023**

**Primary Purpose:**

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

**Qualifications:**

**Education/Certification:**

High school diploma

**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

Bilingual, preferred

**Experience:**

One to three years secretarial experience, preferably in public education environment

**Major Responsibilities and Duties:**

**Records, Reports, and Correspondence**

1. Prepare campus communications, correspondence, forms, manuals, reports, purchase orders, and payment authorizations following district standards and requirements.
2. Prepare instructional materials, meeting agendas, honor rolls, graduation lists, and campus communication as requested.
3. Maintain a daily teacher attendance log and records for substitute teachers.
4. Monitor and process time records including leave requests and reports. Compile information and submit to central office according to established procedures and deadlines.
5. Maintain school calendar of events.
6. Compile, maintain, and file all reports, records, and other documents as required. Maintain student records according to established procedures.

### **Reception and Phones**

7. Schedule meetings and appointments and maintain calendar for principal.
8. Assist students, teachers, and parents as needed.
9. Receive incoming calls, take reliable messages, and route to appropriate staff.

### **Files**

10. Maintain physical and computerized files including mailing lists, student records, visitor logs, and office communication.
11. Update handbooks, policy manuals, and other documents as assigned.

### **Accounting and Inventory**

12. Perform routine bookkeeping tasks including simple arithmetic operations to maintain campus budget records.
13. Prepare and process purchase orders.
14. Receive, store, and issue supplies and equipment.
15. Prepare and make cash deposits for activity account(s). May be responsible for maintenance of activity checkbook(s) and ledger(s).
16. Assist with planning, preparation and setup of faculty meetings and campus activities.
17. Assist with campus budget preparation and maintain accurate records of expenditures.
18. Maintain inventory of fixed assets, equipment, and supplies.

### **Other**

19. Sort, distribute, or deliver mail and other documents.
20. Administer medication to students, check temperatures, and notify parents of student illness in nurse's absence.
21. Maintain confidentiality.
22. Follow district safety protocols and emergency procedures.
23. Perform other duties as assigned.
24. Has regular in person attendance and complies with notification procedures for absences.

### **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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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.