

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

**Job Title:** Secretary to Assistant Principal(s)

**Exemption Status/Test:** Nonexempt

**Reports to:** Principal/Assistant Principal(s)

**Clerical/Technical Pay Grade:** 3 (212 Days)

**Dept./School:** Assigned Campus

**Date Revised:** 08/28/2020

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**Primary Purpose:**

Under moderate supervision provide routine clerical support for the efficient operation of the school assistant principal office and professional staff. Maintain current and accurate confidential student records.

**Qualifications:**

**Education/Certification:**

High school diploma or GED

**Special Knowledge/Skills:**

Knowledge of general office procedures

Proficient keyboarding and file maintenance skills

Ability to use software to develop spreadsheets and databases, and do word processing

Ability to follow verbal and written instructions

Ability to perform a variety of tasks often-changing assignment on short notice with some direction

Effective organizational, communication, and interpersonal skills

**Experience:**

Two years clerical experience

**Major Responsibilities and Duties:**

**Records, Reports, and Correspondence**

1. Provide general clerical support including word processing, data entry, filing, and file maintenance.
2. Assist with the registration of new students, including requesting and sending student records, entering student data, and ensure completeness of records.
3. Process changes and adjustments to student discipline records.
4. Maintain complete and accurate student records including discipline referrals, placements and consequences in permanent records.
5. Maintain physical and computerized files on textbooks; process teacher requests for textbooks.
6. Process detention/suspension assignments as requested by assistant principals and counselors.
7. Process student tardy referrals, issue student passes or refer to assistant principal when applicable.
8. Maintain files of bus and behavior forms/cards.
9. Compile, maintain, and file all reports, records, and other documents as required.

## **Reception and Phones**

10. Receive incoming calls, take reliable messages, and route to appropriate staff.
11. Assist assistant principal(s) with scheduling of meetings and appointments.
12. Assist students, teachers, and parents as needed.

## **Other**

13. Receive, distribute, and ensure security and confidentiality of discipline materials.
14. Prepare written correspondence, forms, schedules, or reports as requested, using a personal computer or typewriter.
15. Monitor student workers, when assigned.
16. Process custodial and maintenance work orders.
17. Perform routine bookkeeping tasks when requested, including simple arithmetic operations, to maintain campus budget and/or textbook account.
18. Receipt moneys received for lost textbooks.
19. Sort and deliver mail and other documents.
20. Complies with directions and instructions from supervisor, performs other tasks, and assumes such responsibilities as may be assigned.
21. Maintains positive and cooperative working relationships with colleagues and others in the conduct of district business; demonstrates teamwork in daily activities.
22. Is prompt, timely, and thorough in completing assignments and attending to details accurately and efficiently.
23. Provides complete and accurate information in the conduct of district business.
24. Maintains confidentiality.
25. Perform other duties as assigned.
26. Has regular in person attendance and complies with notification procedures for absences.
27. Follow district safety protocols and emergency procedures.

## **Supervisory Responsibilities:**

None

## **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.