

Killeen Independent School District Job Description

Job Title: Secretary
Department: Education Services
Reports To: Principal
FLSA Status: Nonexempt

SUMMARY

To perform a variety of secretarial duties related to the specific position assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Receives visitors and telephone calls in a courteous and professional manner; screens those which can be handled without principal's help.

Types and/or routes memoranda, forms, reports and correspondence.

Receives, stores, and issues supplies and equipment.

Sorts, distributes, and delivers mail and other documents.

Prepares outgoing mail.

Updates student database and files.

Answers questions which require a detailed knowledge of school procedures.

Prepares instructional materials, meeting agendas, honor rolls, graduation lists, and campus communications.

Maintains a daily teacher attendance log and records for substitute teachers.

Processes all changes and adjustments in student schedules.

Collects and organizes educational and demographic information.

Utilizes office technology and automation to complete tasks, and operates office machines such as computers and software programs, facsimile machine, 10-key calculator, copy machine, electronic typewriter, and other machines appropriate to the campus.

Files correspondence and other records.

Assists other administrative personnel with secretarial tasks.

FOR SECRETARIES TO WHOM PEIMS-RELATED RESPONSIBILITIES ARE ASSIGNED:

- Assists District PEIMS Coordinator by entering/validating/correcting campus-level PEIMS information through the use of weekly edits, e-mail/faxed requests, PEIMS reports and on-campus verification checks.

- Attends all district PEIMS training sessions relevant to current job responsibilities and disseminates information to appropriate campus staff.
- Compiles, maintains and files all reports, records and other attendance/registration documentation as described in Student Attendance Accounting Handbook and PEIMS Data Standards.

Performs other such tasks that may be assigned by the principal.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE Must possess a high school diploma or hold a general education degree (GED) certificate and general clerical/secretarial experience.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business periodicals, technical procedures, or governmental regulations. Ability to write business correspondence. Ability to effectively present information and respond to questions from employees or visitors to the school district.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER QUALIFICATIONS Must take KISD typing test and have a minimum score of 40 wpm with 7 errors or less. In addition, must take an alphanumeric data-entry test and have a minimum 7,000 kph with 7 errors or less.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Prepared By: Joyce Walker, Auxiliary Staffing Specialist
Prepared Date: February 22, 1999
Revised By: Tom Schatte, Professional Standards Administrator
Revised Date: August 16, 2004

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